

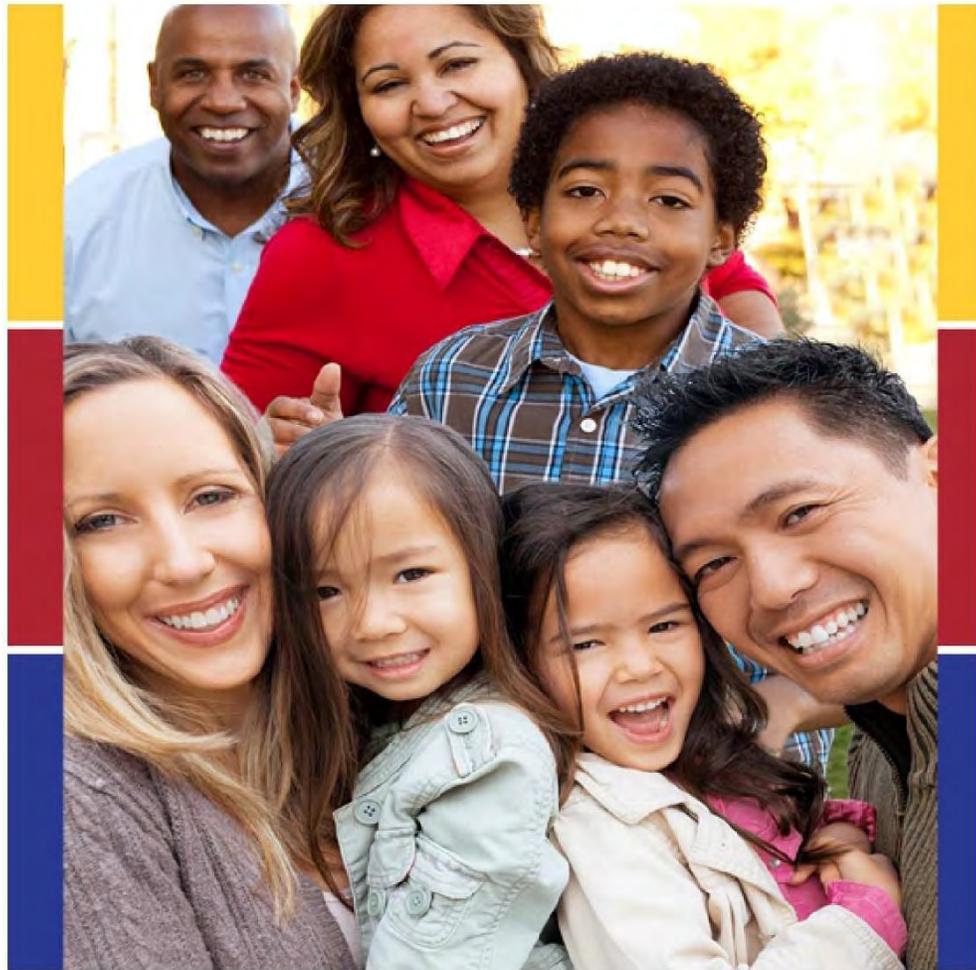


UNITED STATES ARMY
CHILD & YOUTH SERVICES

FORT KNOX

PARENT/GUARDIAN HANDBOOK

MARCH 2023



*NOTE: During the year, CYS may receive policy changes/more guidance from the Department of Defense and/or Army providing additional/clarification of some details outlined in this parent handbook.

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Dear Parents,

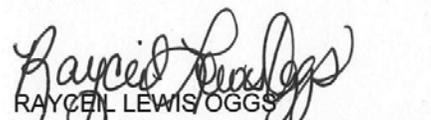
Welcome to Fort Knox Child & Youth Services (CYS)! We recognize the strength of our Soldiers comes from the strength of their Families; we consider it an honor and look forward to supporting your Family. CYS is an Army program that provides services to all Military, Department of Defense and Contract Agencies who support the mission of our Garrisons. Our highly trained staff are committed to providing a safe, nurturing environment that meets the holistic needs of our children and youth ages four weeks to 18 years. Lastly, our programs and activities are specifically designed by early childhood and youth development specialists to meet the growing needs of 21st century military Families.

CYS believes that parents are the most influential individuals in the lives of their child/youth. For this reason, our facilities and programs strive to create a Family friendly environment where parents and staff work in partnership in the positive development of their child/youth. Research shows that when Families and teachers work together in support of learning, it results in the child/youth remaining in school longer, performing better in school and possessing a higher sense of self-esteem.

We thank you for partnering with Fort Knox CYS in the growth and development of your child/youth. We look forward to your visits and encourage you to become involved in the planned learning activities in the centers, in the home of your provider or in the comfort and convenience of your own home.

Again, thank you for considering Child & Youth Services (CYS) as a support to your Family!

Sincerely,



RAYCEN LEWIS OGGGS
Coordinator, Child and Youth Services

CHILD AND YOUTH SERVICES PROGRAMS

Parent Central Services (PCS) (Registration for all programs)

Bldg.500

533 Spearhead Division Ave.

Monday – Friday0800-1600

(Closed 1230-1330 daily)

Tuesdays.....open until 1730

Closed the 3rd Thursday of each month for training from 1300-1600

DSN: 464-6703 ● CIV: (502)-624-6703)

WebTrac Website: <https://webtrac.mwr.army.mil/webtrac103/wbwsc/Knoxcyms.wsc/wbsplash.html?wbp=1>

Child Development Center (CDC)

Bldg. 4249 and Bldg. 4250

4249 Bullion Blvd.

Monday – Friday.....0530-1800

DSN: 464-6702 ● CIV: (502) 624-6702/6708

Donna Kirby School-Age Center (SAC)

Bldg. 4251, 4251 Chaffee Ave.

Monday – Friday...0530-1800 (during school out days/summer camp)

Monday – Friday...0530-0800 and 1430-1800 (during before/after school care)

DSN: 464-6903 ● CIV: (502) 624-6903

Family Child Care (FCC)

Bldg. 500

533 Spearhead Division Ave.

Monday – Friday.....0800-1600

DSN: 464-7413 ● CIV: (502) 624-6703

Devers Middle School and Teen Center (MST)

Bldg. 5543

5543 W. Chaffee Ave.

Monday-Friday.....0800-1600

DSN: 464-6442 ● CIV: (502) 624-6442

CYS Nurse

Bldg. 500, 533 Spearhead Division Ave.

DSN: 464-1023 ● CIV: (502) 624-1023

School Liaison Officer

Bldg. 500, 500 Spearhead Division Ave.

DSN: 464-2305 ● CIV: (502) 624-2305

Youth Sports and Fitness/Instructional Programs

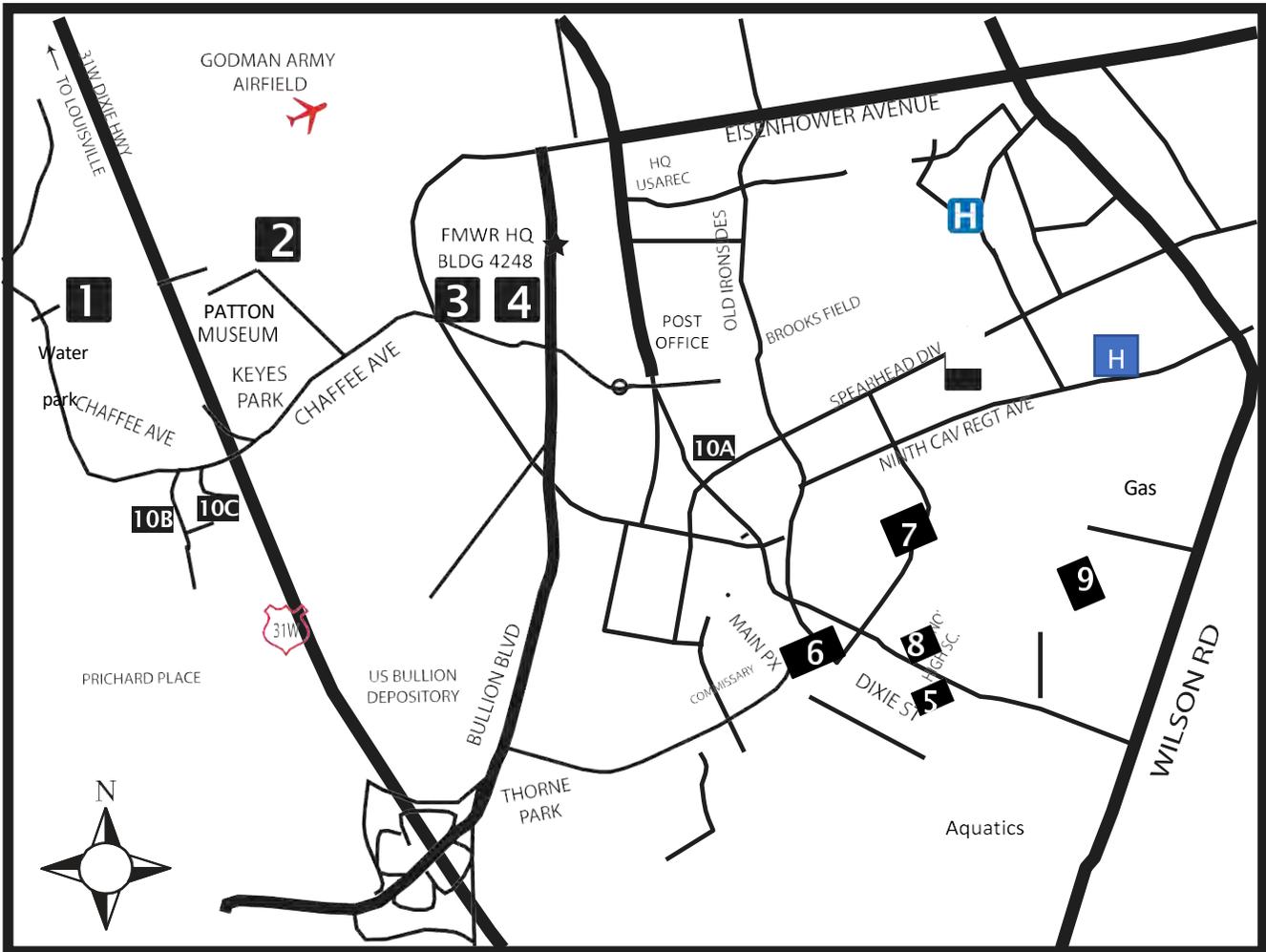
Bldg. 718, 1050 9th Cavalry Regiment Ave.

Monday – Friday1100-1700 (hours of operation may vary due to class times)

Closed the last Friday of the month for training.

DSN: 464-4747 ● CIV: (502) 624-4747

FORT KNOX CYS FACILITY MAP



1. Devers Middle School & Teen Center (MST)-Bldg. 5543
2. Instructional Programs (Gymnastics & Piano)-Bldg. 4555
3. Donna Kirby School Age Center (SAC)-Bldg. 4251
4. Child Development Center (CDC), Family Child Care (FCC)-Bldg. 4249
5. HR/CPAC-Bldg. 503, 459 9th Cav Regiment Road
6. Security (Fingerprinting)-Bldg. 1110, 2nd Floor
7. Hansen Instructional Programs (Dance)/CYS Custodial Program-Bldg. 1053
8. Parent Central Services (PCS)/School Support Services-Bldg. 500
9. Caruso Youth Sports & Fitness Program (YS&F)-Bldg. 718
10. Kids on Site Locations:
 - 10A Main Post Chapel
 - 10B Prichard Place Chapel
 - 10C Religious Support Office (RSO)
 - 10C Religious Education Center (REC)

WHO WE ARE AS AN ORGANIZATION

Customer Service:

Family and Morale, Welfare and Recreation (Family and MWR) is committed to providing quality through service excellence to our Soldiers and Families commensurate with the quality of their service to our Nation. We understand that we create value for our customers through consistent and easy accessibility to our patrons.

We will:

- Deliver quality products and services.
- Build relationships – with communities, with our customers, and with each other.
- Be kind and respectful to those we serve.
- Conduct ourselves professionally.
- Welcome and encourage feedback; we will communicate and listen.
- Provide neat, professional, and aesthetically pleasing facilities.
- Take ownership of our actions.

Our Mission:

Our Mission is Caring. We support the military lifestyle while reducing conflict between parental responsibilities and unit mission requirements. As a workforce support program, full day and before/after school childcare are the primary core programs in CYS. Soldiers and Civilians can focus on their jobs, knowing their children are well cared for by professional staff in a variety of program settings.

Our Vision:

A driving force for excellence in childcare, youth programs, and school support for the Army, Department of Defense, and the Nation.

CYS programs provide:

- Seamless delivery systems for children/youth enrolled in CYS Family Childcare Homes and Child Development Centers, School Age Centers, Middle School Teen, Sports & Fitness, and Instructional Programs.
- Predictable services
- Safe, healthy family-friendly environments
- Well managed programs
- Accountability for Army, Community, CYS Staff, children/youth, and Parents
- Satisfied customers – Children/ youth, Parents, Army, and Community
- Maintaining status as a “Benchmark for America’s Child Care” and becoming “Benchmark for America’s Youth Programs”

Four Cornerstones of CYS:

1. **Availability:** Provide adequate program capacity and services with the right mix of age groups and spaces to support employment, deployment, health and fitness, child/ youth development, instructional programs, and school transition/ education.
2. **Affordability:** Operate efficiently within Army resource guidance. Establish fees that consider Army Family budgets and meet Army financial goals so that the CYS Program is affordable to both the Army and the Army Family.
3. **Quality:** To support the growth and developmental needs of every child/ youth, regardless of age or program enrollment, in a safe, healthy, and nurturing environment, with trained and caring adult staff, volunteers and contractors. All Army-operated CYS programs are DoD certified. Frequent inspections and monitoring for compliance with standards help ensure the safety, health, and well-being of children and youth.
4. **Accountability:** To safeguard the Army’s resources by efficient management oversight, good fiscal stewardship, reducing waste and protecting assets of programs and services to Soldiers and their Families.

Philosophy:

CYS programs are designed to help your children/ youth build within them a positive self-concept that generates feelings of acceptance and respect for individuality. We believe in designing programs where children/youth have opportunities to participate individually or as a group in age-appropriate developmental activities that allows for optimal social, emotional, physical, creative, and cognitive growth. We promote and cultivate safe learning environments where your child/youth can resolve conflicts through learning age-appropriate conflict resolution and mediation skills. We believe in partnering with parents and community to nurture a spirit of cooperation and self-respect for self and others; reinforce character building and encourage positive parenting.

Families:

Families are the first and primary teachers in their child's life. We support Families in this role through a variety of services that address the specific needs of each family, to include formal and informal education opportunities. Communication between the child's primary teacher and Family, as well as management and support staff, is critical and includes an open, honest exchange of ideas, concerns, shared decision making, and respect for cultural diversity. We encourage Families to share their culture, heritage, and home language.

Parents Roles and Responsibilities:

Each child's maximum potential can be best achieved through a strong partnership between parents and the childcare and recreations community. To foster active engagement between parents and the childcare community, parents have certain rights and responsibilities.

All Parents Have the Following Rights:

- The right to affordable childcare and school age care and programming in a safe and supportive learning and recreational environment.
- The right to access information about their child with access to any records, including portfolios or other written records, visual recordings, and any information on recreational programs and opportunities available to their children.
- The right to be actively involved and engaged in the program and to be given every available opportunity for meaningful participation.
- The right to approach management to inquire about their child's well-being.

All Parents are Responsible For:

- Sending their child to the program appropriately dressed and ready to participate.
- Ensuring their child arrives at the program in adequate time to be provided transportation or meals, if required, or to participate in scheduled field trips.
- Informing the program if the child will not be attending the program.
- Being aware of their child's activities at the program by talking to staff, reading program notices/newsletters, and meeting with program staff if any issues arise.
- Maintaining verbal and/or written contact with the program concerning their child.
- Adhering to all program policies.
- Notifying program management staff of any quality-of-care issue.
- Responding in a timely manner to communication from the program.
- Attending any meetings and/or conferences that pertain to their child.
- Entering the program's facility in a respectful manner, refraining from disruptive behavior, and treating all members of the program with courtesy and respect.
- Ensuring that the program is updated with accurate contact information including addresses, phone numbers, two emergency contacts, etc.
- Notifying the program if their child contracts a communicable disease.

Confidentiality:

Only authorized CYS staff will have access to patron files. CYS is committed to protecting the privacy of patron information. Medical information concerning patrons is confidential under state and federal law and may not be discussed at any time with any person under any circumstance. The collection of medical

information for CYS enrollments is not in violation of AR 40-6. The Health Insurance Portability and Accountability Act (HIPAA) is not applicable because CYS programs are not medical treatment facilities.

Diversity/Non-Discrimination:

In accordance with Federal Law, Title VII, Child & Youth Services prohibits discrimination on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity or associational preference in employment and in their program, operations serving Soldiers, Families, and the community. The Department of Army affirms its covenant to support and serve Family and MWR customers and employees. CYS is a model that supports diverse individuals founded upon equality of opportunity.

Transgender:

Transgender children and youth will have access to restrooms and programs of the gender for which they identify. CYS programs will provide unisex, single-user restrooms when feasible to maximize comfort and access for everyone, but transgender individuals should not be limited to using these facilities.

Alcohol and Tobacco:

Because children and youth are impressionable and because we value their health and yours, smoking and alcohol are prohibited in all CYS buildings and playground areas. There are designated outdoor smoking sheds for employees on a break or lunch period. Per AR 600-43, paragraph 4-2, designated smoking sheds must be at least 50 feet from common points of entry/exit and cannot be in areas that are commonly used by non-smokers. All smocks and aprons must be removed prior to smoking.

Religion:

CYS programs are prohibited from disseminating religious information or providing program activities/curriculum that teach or promote religion except in FCC homes. To make an informed decision about which childcare arrangement to select for their child, FCC Providers will inform parents (prior to enrollment), the types of religious activities offered in the home. There may from time to time be information published to families from the Fort Knox Chaplain's office.

Open Door Policy:

CYS program level staff members are approachable and accessible to parent/guardians during the center's operating hours. Parents/guardians can voice their concerns, complaints and/or compliments regarding their customer service experience. CYS offers a Family friendly environment that encourages parents/guardians to drop in to visit or observe their children/youth. Parents will have access to their child/youth at all times.

Total Army Strong (Deployment Support Services):

The Total Army Strong institutionalizes a commitment by Army leaders to provide Soldiers and Families of all components with programs and services that maintain a quality of life commensurate with the quality of their service and sacrifice to the Nation.

Parent Communication/Feedback:

Parents/guardians who wish to post questions, comments or concerns regarding Family and Morale, Welfare and Recreation (MWR), CYS programs may do so at the following email address:

usarmy.knox.id-training.mbx.dfmwr-cyms@army.mil or MWR website:

<https://knox.armymwr.com/directory> . Comments can be anonymous or should you desire

feedback, you may include your name and address. You may also complete an Interactive

Customer Evaluation (ICE) survey at <https://ice.disa.mil> . If you do not have access to internet or email, please voice or write your comments/concerns/suggestions to the program director.

Unauthorized Childcare:

Is defined as anyone living in government owned, leased, or privatized housing providing childcare for more than 10 childcare hours per week on a regular basis. A childcare hour is defined as one child for one hour of care. For example, the 10 hours could include one child in care for ten hours or two children for five hours, etc. When a determination is made by CYS management personnel that an individual is providing care in the home in the excess of ten childcare hours per week on a regular basis, the Garrison Commander will provide written

notification to the individual within 2 days to cease and desist provision of care immediately. Individuals providing unauthorized childcare will be advised that their housing privileges may be terminated, or they may be barred from post, if unauthorized childcare continues.

Social Media:

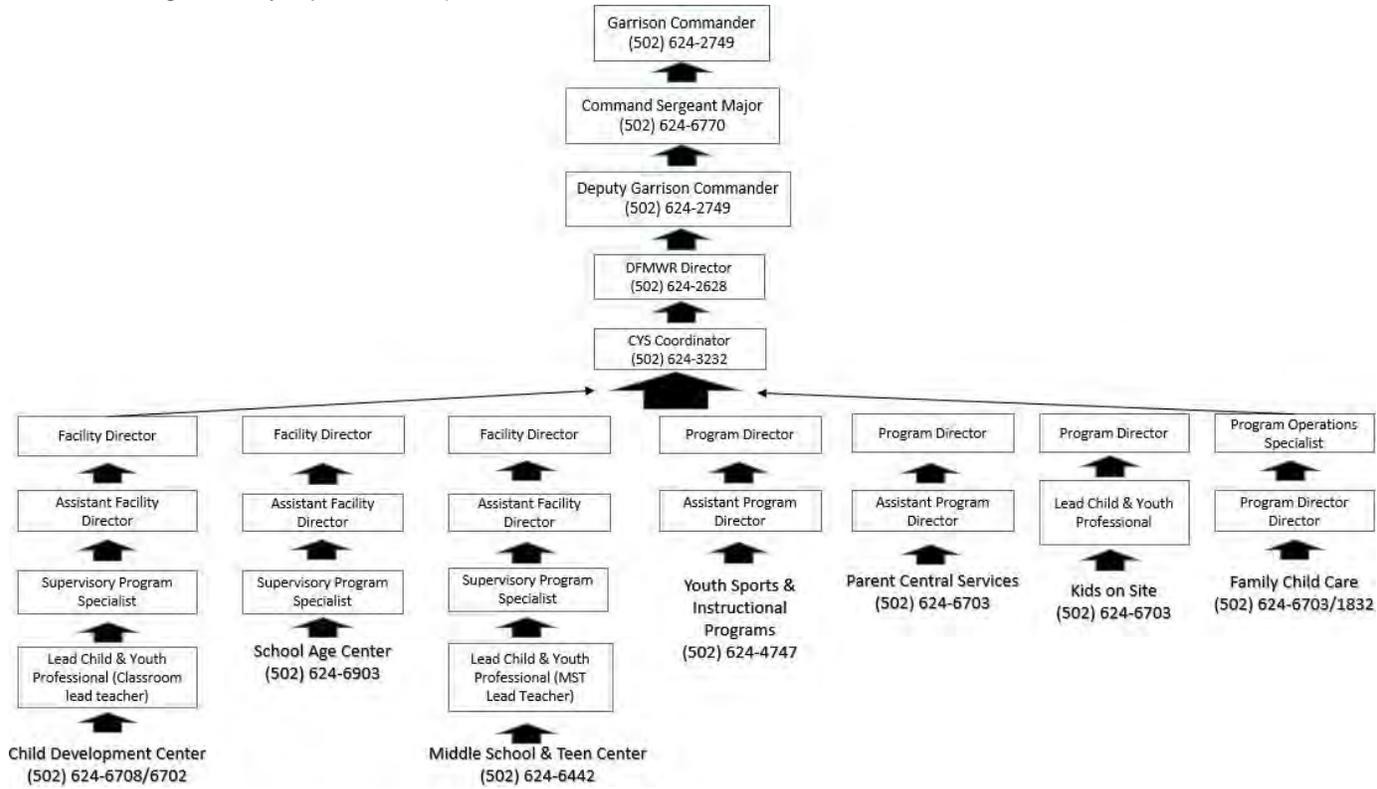
Please do not be surprised or offended if an employee does not accept a “friend: request on social media. CYS policy discourages employees from associating with youth or parents on personal Social Media pages. We do, however, encourage you to connect or “like” our CYS Facebook page to stay up to date on what is happening in our programs. CYS Facebook page: <https://www.facebook.com/FortKnoxCYS/>

Organizational Structure of CYS:



Chain of Command:

The most effective way to resolve issues is to channel them through the CYS Chain of Command. Should all attempts at resolution fail, parents/guardians can elevate their issues or concerns up through the Chain of Command in the order below (starting from the bottom and working the way up the chain):



CHAPTER 1- SAFETY & RISK MANAGEMENT

Child Abuse and Neglect:

Department of Defense (DoD) defines reportable child abuse and neglect as follows: Child abuse and neglect includes physical injury, sexual maltreatment, and emotional maltreatment, deprivation of necessities, or combinations of these, by an individual responsible for the child's welfare under circumstances indicating that the child's welfare is harmed or threatened. The term encompasses both acts and omissions on the part of a responsible person. A "child" is a person under 18 years of age for whom a parent, guardian, foster parent, caretaker, employee of a residential facility or any staff person providing out of home care is legally responsible.

Child Abuse Reporting:

All CYS personnel and FCC Providers are trained in child abuse prevention, identification, and reporting procedures and are considered mandated reporters who are required by law to report any suspicions of child abuse or neglect. If CYS personnel notice suspicious bruises, cuts or burns on a child, they must:

- a) Report incident to the installation Reporting Point of Contact (RPOC), the Fort Knox Military Police – (502) 624-2111
- b) Report incident to the Department of Community Based Services (DCBS): (270)766-5257
- c) Notify the appropriate CYS program director after notification to the RPOC and DCBS
- d) Report the incident to State Child Abuse Hotline (if after duty hours).

DoD Child Abuse and Safety Violation Hotline Posters are placed in visible and high traffic areas throughout all CYS facilities and Family Child Care (FCC) homes should a parent/guardian/staff need to report incidents of suspected abuse. Any CYS staff member (to include FCC) who has been named in an allegation (institutional child abuse) will be removed and reassigned from direct contact in a CYS program with parents/children/youth. In the event this pertains to an FCC provider, the FCC home will be closed immediately upon the allegation. The FCC home will not be authorized to re-open until an "unfounded" determination is made in writing by ALL investigating bodies. The below poster is Parent reporting procedures to the Military police: (502)624-2111.



MILITARY ONESOURCE

It's up to all of us to protect our military children.

Report suspicions of child abuse or neglect in your community, or in a Department of Defense Child and Youth Program or sanctioned activity.
Our children's safety depends on you.

Ways to Report Call Military law enforcement if a child is in immediate danger.
Call your installation's Reporting Point of Contact (RPOC) at **(502) 624-2111**.
Call your installation's Family Advocacy Program at **(502) 624-8391** or **(502) 626-9884**.
Call your local Child Protective Services office at **1-877-597-2331**.

The DOD Child Abuse and Safety Violation Hotline: 877-790-1197; OCONUS: 571-372-5348.

Background Clearances:

All individuals who regularly interact with children under 18 years of age in Army-sponsored and sanctioned programs are required to undergo detailed initial background checks as well as periodic reverifications. Until all background checks are satisfactorily completed, individuals must volunteer/work within "Line of Sight Supervision" (LOSS) of a fully cleared staff member and are not permitted to be left alone with child/youth. Staff under LOSS will be identified by red nametags with first and last names and red bib aprons polo shirts, lanyards, or clip on name tags. Staff who have completed background checks will be identified by green nametags with first and last names and green bib aprons, polo shirts, lanyards, or clip on name tags.

Classroom leads and Supervisory Program Specialists with cleared background checks will be identified with blue smocks/aprons/polo shirts with their first and last names.

Management and administrative staff will wear nametags with first and last names and appropriate business attire. Management and administrative staff name tags will be identified with a red circle sticker for individuals still under LOSS and a green circle sticker for individuals with a cleared background check. Staff wearing orange vests are conducting observations as part of Supervised Work Experience (not in ratio with children).

Sign In/Out of Facilities:

All parents/guardians/visitors will enter and exit CYS facilities through the front entrance/reception area except during emergency evacuation and fire drills. During emergency evacuations/drills, all visitors will follow guidance from program staff. To maintain a safe and secure environment, all visitors are required to sign in/out at the facility's front desk and obtain a visitor's identification badge. Parents/guardians simply dropping off or picking up their children/youth do not have to sign in.

Parents/guardians visiting the facility or classroom in a CDC or at the front desk in a SAC or Youth Program greater than 15 minutes must sign in at the classroom or at the front desk. During evacuations/fire drills, all patrons in the facility will follow designated facility evacuation procedures. All Non-CYS employees will be escorted in the facility.

Absences:

Administrative program staff are required to call patrons when their child(ren) have not arrived to CDC or SAC by 10:00 a.m. This is to ensure that no children are left alone in the car. If you know your child will be absent, please let the front desk staff know!

Child Guidance and Touch Policy:

Helping a child/youth understand and make appropriate choices is the basis for child guidance. When a child/youth misbehaves, CYS staff works along with the parent and/or guardians using positive guidance (positive discipline, positive parenting, and gentle loving guidance) to identify the problem and find strategies that enable the child/youth to respond appropriately. Positive guidance is a belief that children should be treated with respect, free from fear or violence and shame, and guided with loving encouragement. Positive guidance is something done throughout the day, not just when a child acts in a way that is unsafe or unacceptable. We guide children by establishing predictable routines, setting clear rules with children, and modeling kindness and respect. We are also attentive of the peer interactions in the classroom. Together, these actions help children feel noticed, confident, and secure.

Corporal punishment is NOT allowed in the CYS programs under any circumstances, even with parent approval.

Boundaries for appropriate and inappropriate touching are established to ensure clear understanding of what is acceptable and what is not acceptable. Inappropriate touching will be investigated and may be grounds for immediate closure of the FCC home or removal of a CYS staff member, contract employee or volunteer.

Determining Accommodation of Children and Youth with Special Needs:

CYS WILL: Include children with special needs in all programs and services to the extent possible with available resources and based on each individual child's condition and safety considerations. **CYS WILL NOT:** Solely based on a diagnosis of special needs or medical condition, exclude, deny, or discriminate in any CYS program or activity.

Bullying:

Fort Knox is committed to making our facilities, homes, and community safe, caring, and welcoming places for all who enter our doors, particularly our children and youth. For this reason, CYS has a zero tolerance for acts of bullying or disrespect towards children/youth or CYS staff. We treat each other with respect. Our community and centers define respect as follows: Treat others, regardless of age or position, with the same level of respect and dignity you wish to be treated with. CYS defines bullying as follows: A mean, and one-sided activity intended to harm where those doing the bullying get pleasure from the intended target's pain and/or misery. Bullying can be verbal, physical, and/or relational to the target's race, ethnicity, religion, gender (including sexual orientation), physical, or mental attribute. It includes all forms of hazing, cyber bullying, and can be continuous and repeated over time. However, once is enough to constitute bullying. Bullying (on post as well as off post), including all forms of cyber bullying, can impact the targeted individual's feeling of safety and create an intimidating, hostile or offensive environment. The CYS Coordinator or Facility Director will immediately address such actions for the well-being and safety of all children, youth, and the community.

Close Circuit Television (CCTV):

CYS CCTV is a quality assurance mechanism for the organization, the government, and parents/guardians. The systems are part of a comprehensive child abuse recognition and reporting "tool kit" that includes background checks, child abuse prevention and identification training, facility control (locked doors and sign in/out procedures), Line of Sight Supervision (LOSS), Child Abuse Risk Assessment Tool (CARAT), parent/legal guardian access, vision panels, etc. The CYS CCTV is not intended to cover 100% of the facility, but rather supplement the processes already in place to ensure the safety and well-being of children/ youth in our programs. The cameras record audio and video of most activity areas in the interior and exterior of the buildings. You may request to view a portion of your child's/youth's time with the facility manager. Due to confidentiality reasons, copies of these recordings are not authorized to be given to parent/guardians. Recordings are released only to authorized personnel such as the Military Police (MP) and Criminal Investigation Division (CID) for official business unless the Staff Judge Advocate's office authorizes parent copies.



Home Alone Policy:

It is essential parents are aware of the Installation Policy of leaving their child home alone.
(See Enclosure 1 for full policy memo.)

Fort Knox Child/Youth Supervision Policy						
Age or Grade of Child	May Be Left Alone at Home	May Be Left Alone Overnight	May Play Outside Unattended	May Be Left Unattended in Car	May Care for Other Children	May Escort Other Children to/from Bus Stop
Newborn through 4 yrs (Preschool)	No	No	No	No	No	No
Pre-Kindergarten Kindergarten – 2 nd Grade	No	No	Yes, with immediate access (visual sight or hearing distance) to adult supervision*	No	No	Pre Kindergarten Kindergarten: No 1 st and 2 nd Grade: Yes, with visual sight and hearing distance to adult supervision
3 rd – 5 th Grade	No	No	Yes, with immediate access to adult supervision *	No	No	Yes
6 th – 8 th Grade	Yes, depending on maturity of child as determined by parent/ guardian	No	Yes, with immediate access to adult supervision*	Yes	Yes, if 12 years old or older (recommend youth complete Babysitting Course**)	Yes May also walk siblings to and from bus stops
9 th -10 th Grade	Yes	No	Yes, youth must know phone numbers to contact adults for assistance *	Yes	Yes, depending on maturity of youth as determined by parent/guardian	Yes May also walk siblings to and from bus stops
11-12 th Grade	Yes	Yes, must be 16 years old; one night only, sponsor within 60 mile radius, immediate access to other adults for assistance	Yes, youth must know phone numbers to contact adults for assistance *	Yes	Yes, depending on maturity of youth as determined by parent/guardian	Yes May also walk siblings to and from bus stops

* As coordinated by the child/youth's parents or guardian
**Babysitter Training Course offered by CYS (4-H/American Red Cross Training) (502) 624-6703

Encl 1 to memo, AMIM-KNW-A, Subject: Fort Knox Policy Memo No. 9 – Installation Child and Youth Supervision Policy dtd 19 SEP 2021

Adult/Child Ratios:

Staff-to-child/youth ratios must be maintained at all times of the day. The intent is to always be at ratio and not over ratio. Ratios will not be decreased to accommodate children/youth with special needs.

CDC/SAC/MST Facility Ratio Requirements:

Age Group	Age	Staff: Child/Youth Ratio
Infants	6 weeks to 12 months	1:4
Pre-toddlers	12 months to 24 months	1:5
Toddlers	24 months to 36 months	1:7
Preschoolers	36 months – 5 years of age	1:10
Kindergarten	Kindergarten (ages 5 – 6)	1:12
SAC co-mingled with Kindergarten	Grades K – 5	1:12
SAC	Grades 1 – 5	1:15
Youth	Grades 6 - 12	1:15

Family Childcare (FCC) Ratio Requirements

Home Type/Setting	Age Group	Group Size	Adult/Child Ratio
*Multi-age	4 wks-12 yrs.	6	1:6
Infant/Toddler	4 wks-3 yrs.	3	1:3
School-age	5 yrs.- 12 yrs.	8	1:8

Notes: Provider's own children under the age of 8 yrs. count in all ratios except school-age homes where provider's own children under the age of 12 count.

* Age group may include only two children under 2 years of age.

Staff Training & Professional Development:

All CYS personnel working directly with children/youth receive standardized orientation training before they are allowed to work directly with children. The orientation includes such topics as applicable regulation and installation policy; child health and safety; child abuse identification, reporting and prevention; age-appropriate guidance and discipline; parent and family relations; health and sanitation procedures and position orientation. Training is ongoing and competency based. Assessments are completed to ensure staff comprehend and demonstrate the knowledge and skills learned from training. All other CYS professionals (Directors, cooks, etc.) complete an orientation and ongoing training as well.

Parent Involvement:

Parent /Guardians are encouraged to participate in the planning and evaluation of programs through annual Garrison Multi-Disciplined Team Inspection (MDTI), program surveys, National Association for the Education of Young Children (NAEYC) and Social Current (formerly Council on Accreditation, COA) and Parent Advisory Boards. These processes help ensure the safety of children and youth while improving administrative policies and programming issues geared toward program quality. More-over, parent/guardians who participate in the program may earn points toward fee reduction on their childcare. For detailed information on the various ways parent/guardians can participate in CYS programs and activities, contact your Parent Advisory Board Representatives or Facility Director.

Parent Orientation:

Before a child can utilize childcare services (Full day, part day, hourly care, Before/After/Summer Camp SAC care), a Parent orientation is required. CDC and SAC orientations are pre-scheduled by Parent Central Services. Orientations include program philosophy, accreditation information, policies, partnerships, facility tours, and completion of required documents. FCC parent orientations are also required prior to starting care; one orientation is completed by the FCC representative and another orientation completed by the FCC provider in the FCC home.

Regulations:

Regulations and services apply uniformly throughout the DoD and Army; however, commanders have the discretion to modify specified guidance to meet the appropriate requirements. In order to provide consistency, all Army CYS programs are inspected monthly/quarterly/annually and required to be in compliance with the following Army Regulations (AR), Department of Defense Instruction (DoDI) and Public Law (PL):

AR 608-10-1, Child Development Services

AR 215-1, Military Morale, Welfare and Recreation Activities and Non- Appropriated Fund Instrumentalities Installation Management Command (IMCOM) Regulation

DoDI 1015.2 MWR Programs

DoDI 6060.02, Child Development

Programs DoDI 6060.04, Youth

Services Programs

DoDI 1402.05, Criminal History Background Checks on Individual in Childcare

Settings DoDI 6025.18-R Privacy of Health Information

PL 101-647 Crime

Control Act PL 106-

104 Youth Sponsorship

PL 104-106 – Military Child Care Act

PL 104-201, Sec 1044: Cities concern for lack of support for DoD Youth

Programs PL 106-65, Sec 584, Expanded Child Care and Youth
program services

PL 106-79, Conference Report – DoD Report on Family Childcare Subsidy/Access to Military
Child Care PL 101-366 American with Disabilities Act

Accreditation:

The benefits of accreditation are the external mark of quality, high standards, process improvements and support. CYS programs undergo a rigorous national accreditation process. The Child Development Centers and School Age Centers as well as FCC Homes are fully accredited programs through the following entities:

- National Association for the Education of Young Children (NAEYC) - sets professional standards for early childhood education programs for ages 0-5 and helps families identify high-quality programs for their young children. Accreditation is valid for four years. Fort Knox CDC is accredited through March 2027.
- The Council on Accreditation (COA): COA standards for Children Youth Development (CYD) programs are designed to promote a program's capacity to provide quality experiences that help children thrive. Accreditation is valid for five years. Fort Knox School Age Center is accredited through November 2023.
- National Association for Family Child Care (NAFCC) - Awarded to family childcare providers who meet the eligibility requirements and the Quality Standards for NAFCC Accreditation. Accreditation reflects a high level of quality through a process that examines all aspects of the family childcare program, i.e., relationships, the environment, developmental learning activities, safety and health, and professional and business practices. Once family childcare providers become accredited, they agree to abide by the standards set forth and to be measured against those standards with periodic integrity and compliance reviews.

Department of Defense (DOD) Certification:

The Department of Defense Certification of program sets a worldwide military standard and is comparable to the state licensing process. While licensing standards vary from state to state, DoD standards are the same worldwide. Military childcare programs are all based on the same DoD instructions and certification checklist. You can expect to see a comparable level of quality when you move from one installation to another or one service to another. Where they differ, the standards must be more stringent than those set by the DoD. The rules are specific to the type of service and the age of the children/youth. DoD standards address health, safety, parent involvement, staff training requirements, and developmentally appropriate practices. Whether you're looking at Child Development Centers, Family Child Care homes, School Age Programs or Youth Programs, you'll find that all of the services on military installations are required to be DoD certified.

CHAPTER 2-REGISTRATION PROCESSES AND PROCEDURES

Global Data Transfer (GDT):

Families relocating to a new duty station will have their child/youth's CYS registration records exported to their next duty assignment prior to arrival. Global Data Transfer is designed to streamline the relocation process for military and civilian families. When informing your program that you will cease care, please request a Global Data Transfer. Upon arrival at the new duty station, the Parent Central Services will import the patron's information (e.g., names, birth date, child's health records, etc.) from their previous location. Families will provide needed updates upon arrival at the new location. Contact Parent Central Services for details on how to take advantage of this convenient tool. *Each installation will vary with additional registration requirements when using the Global Data Transfer tool.

Patron Eligibility:

CYS accepts children as young as four weeks (in Family Childcare homes) and through eighteen years old in CYS programs. Eligible patrons include Active-Duty military personnel; DoD civilian personnel paid from both appropriate funds (APF) and non-appropriate funds (NAF), reserve component military personnel on active or inactive duty training status, Combat Related Wounded Warriors, surviving spouses of military members who died from a combat related accident, those acting in loco parentis for the dependent child of an otherwise eligible patron, military retirees, and DoD contractors. Priority for care is based on Office of Secretary of Defense (OSD) priorities established in MilitaryChildCare.com.

The purpose of the CDC and SAC programs offered by the DoD Components is to assist DoD military and civilian personnel in balancing the competing demands of family life and the accomplishment of the DoD mission, and to improve the economic viability of the family unit. (Reference: DODI 6060.02 and 6060.03, #4 Policy.) Retiree and Contractor's eligibility is space available only for childcare. Retirees and contractors may use CYS Sports and Instructional Programs and Teen Center Programs. Foreign Military Service members assigned to the Installation serving the Department of Defense will pay the child and youth fee based on their Total Family Income (TFI). The eligibility criteria and priority are the same as any other Active Duty Soldier or DoD Civilian.

Definition of Parent:

A parent or legal guardian is defined as the biological mother or father of a child; a person who by order of competent jurisdiction has been declared the mother or father of a child by adoption or the legal guardian of a child.

In Loco Parentis- When an individual acts "in loco parentis" as the parent, this can only exist when the individual undertakes care and control of another (child/ren) in ABSENCE of such supervision by the natural parents and in absence of formal legal approval. When the parent is still in the picture no such "in loco parentis" relationship exists. The IMCOM Office of Staff Judge Advocate has provided this guidance.

Foster children that are legally placed with eligible patrons qualify to receive childcare services with CYS. The eligible Patron must submit the legal documentation at registration for the child that is in their custody. All documentation must be reviewed by the legal office prior to care. The childcare fees are determined by the household of the eligible Foster Parents.

Parent Central Services (PCS):

Parent Central Services, commonly referred to as the "Gateway to CYS," is the first place a Family visits at a new installation to obtain information and register for CYS programs. CYS Parent Central Services:

Verifies a patron's eligibility using the DoD ID Card (Military, Civilian, DoD contractor assigned to the Garrison, Reservist/National Guard, Active-Duty soldier on orders) and maintains documentation to support patron priority status, proof of employment.

- Determines services patrons needs (Wait list, hourly, part day, full day, SAC, MS/T, Instructional Programs, Sports, etc.)
- Explains age-appropriate programs associated with patron's children.
- Conducts initial and re-registration of patrons into all CYS programs
- Determines patron fee category IAW with the latest fee policy
- Schedules new patrons for program orientations
- Assists patrons with access to www.militarychildcare.com and explains waitlist process
- Screens all children for special needs at registration and coordinate paperwork with the Army Public Health Nurse and MIAT team as needed

Items Required for Child/Youth Registration:

Contact your local Parent Central Services Office to set up an appointment to complete your registration or access to WebTrac. Registrations may be completed via walk-ins Monday-Friday from 0900- 1130 or by scheduling an afternoon appointment. To expedite or avoid delay of the registration process, please have the following available in person when registering:

- Proof of Eligibility – Identification Card (Military ID/CAC Card) (For Sponsor or Spouse)
- Parent(s) Current Home and Work Address
- Health Screening Tool (DA Form 7625-1)
- Medical Action Plan (MAP)/Special Diet Statement (SDS) if needed
- Proof of Child Eligibility (i.e., Birth Certificate, Full Legal Guardianship papers, Child Military ID Card, or Tricare card or DEERS printout for entire household)
- Official Immunization Record or transcription
- Proof of Parent(s) Income: i.e., Leave and Earning Statements/Pay Vouchers or proof of fulltime school enrollment (ONLY Required if using full/part time childcare at CDC or SAC)
- Health Assessment/Sports Physical Statement or Well Baby Check Up (due within 30 days of registration or before child/youth's first practice, whichever comes first)
- Local Emergency and Child Release Designee (minimum of two)
- Family Care Plan (DA Form 5305) required for single/dual Active/Guard/Reserve military parents registered in full and part time programs and youth under the age of 19 who cannot care for themselves in the absence of the service member.
- Military Orders (if requested)

ALL FORMS MUST BE SIGNED AND DATED TO COMPLETE REGISTRATION!

Immunizations:

All children are required to be immunized per the most current guidance from the Centers for Disease Control and Prevention (CDC) and the Advisory Committee on Immunization Practices (ACIP). This includes the flu vaccination. Documentation of immunizations is required for all children under the age of kindergarten. School age children (kindergarten-12th grade) who are homeschooled or not enrolled in a local public school system are required to provide proof of all immunizations which are age appropriate and comply with local/state school requirements. In the event of an outbreak, all school age children will be required to show proof of applicable immunization to continue to utilize CYS during the outbreak. Per AR40-562 "Immunizations and Chemoprophylaxis," flu shots are required for children (under the age of kindergarten and Kindergarten-12th grade who are not enrolled in a DODEA school system).

Parents will be required to provide CYS with documentation that their child has received an annual flu vaccination no later than December 1st of each year. CYS recognizes flu season as 1 October-31 May. It is mandatory for all CYS employees to have annual flu shots; approved medical and religious exemptions do apply.

All employees working in infant classrooms must have all the immunizations including the flu shot. In the event of an immunization-preventable disease outbreak, the CYS Coordinator will take appropriate action to exclude from CYS programs, children/ CYS personnel who have been granted immunization waivers. The Preventive Medicine Chief and/or APHN (Army Public Health Nurse) Health Consultant must be consulted when assessing re-admission to CYS programs.

On Post Schools:

DoDEA Regulation 2942. 1., School Health Services, requires annual influenza vaccine for students attending all DoDEA schools. The influenza annual/seasonal or pandemic vaccine is a requirement to safeguard military communities and improve school attendance.

Medical/Non-Medical/Religious Waivers:

As with any vaccine, a waiver may be requested for those with a medical or non-medical objection. Philosophical exemptions are not permitted. All requests for medical waivers must include a written, signed statement from the child's health care provider specifying the immunization that is requested to be waived and the medical condition that exempts the child from being immunized. Medical waivers are submitted to the Army Public Health Nurse for submission to the Chief, Installation Department of Public Health. A request for a waiver based on a religious objection must be accompanied by a signed statement of the parent specifying the religious objection. Non-medical waivers must provide a written request for waiver explaining the objection to the vaccination. Non-medical waivers must be submitted by installation CYS, through the IMCOM Directorate (ID) and Army Material Command (AMC)/Installation Management Command (IMCOM) to Headquarters Department of Army DCS, G-9. The APHN will be apprised of all approved waivers. Children/youth will be excluded from childcare in the event of an outbreak of a vaccine preventable disease.

Health Assessment/Sports Physical Statement:

A current health assessment/sports physical statement, within one (1) year of registration, is required for children fifth (5th) grade and under. If a current health assessment/sports physical statement is not available at registration, it is to be completed within 30 days of registration. Health Assessments are good for three (3) years, as long as the child has not had a health status change. A new health assessment is required at the fourth year and whenever the child's health status changes. Well baby exams or school athletic physicals that include similar information as the CYS HASPs can be used in place of the health assessment if dated, signed, and stamped by the health care provider and parent within one year. The CYS HASPS form will be attached to other acceptable forms. Parent must complete the entire front page of the CYS HASPS form and part C on the back page. Children/Youth participating only in the Middle School/Teen program are exempt from this requirement.

Sports Physical:

Children of all ages enrolled in CYS sports and fitness team, and individual sports programs must have a current sports physical completed by the parent and licensed independent practitioner. On the CYS HASP form, part B and C must be completed for sports. The sports physical will be considered valid for one year from the licensed practitioners signature date. If the sports physical has expired, patrons may show proof of an appointment to allow for continued participation with an expired sports physical. Upon completion of the sports physical, it must be immediately turned in to CYS. No child/youth will be authorized to play, practice, or participate in games until a valid sports physical has been furnished. The form must certify that the child/youth is physically able to participate in sports.

Special Needs Identification:

The Army Child and Youth Services Screening Tool is required to be completed by parents to screen all children for special needs at initial registration and annually thereafter. Soldiers must report that they have Family members with special needs and, if determined necessary by the Army Medical Department, enroll in the Exceptional Family Member Program (EFMP). Upon identification of special needs, supporting documentation must be submitted with the screening tool and forwarded by CYS to the Army Public Health Nurse (APHN) for review. If your Child/Youth has a disability or other special needs, the parent/guardian will be asked to participate in the Multidisciplinary Inclusion Action Team (MIAT).

Multidisciplinary Inclusion Action Team (MIAT):

The Multidisciplinary Inclusion Action Team (MIAT) is a multidisciplinary team established to ensure appropriate placement for children requiring reasonable accommodation or supervision while attending CYS Programs.

The team meets to coordinate and review any applications that indicate any possible special needs for children already placed in Child and Youth Services (CYS) programs. Children that have been diagnosed with medical conditions, life-threatening conditions, functional limitations, or behavioral/ psychological conditions are screened by APHN. The team determines childcare and youth supervision placement and considers feasibility of program accommodations and availability of services to support child/ youth needs. Parent participation is crucial to the success of the MIAT. Every effort is made to accommodate children/youth with special needs.

Special Needs Inclusion:

CYS follows all applicable laws and the most current higher headquarters inspection guidance pertaining to the admission of children/youth with special needs. Programs are inclusive of all eligible children/youth, including those with identified special learning and developmental needs, for whom a reasonable accommodation can be provided.

Special Diet:

Children/youth with food allergies/intolerances or special dietary needs must provide the Special Diet Statement (SDS) form from their health care provider specifying (1) which foods the child cannot consume, (2) the resulting reaction if ingested and (3), nutritional equivalent food substitutions. The provider must date, stamp, and sign the diet statement form. Children/youth may not be eligible for services without appropriate documentation. Children/youth who have special diets due to religious reasons must have a representative from their religious institution date, print, and sign the diet statement form. The Special Diet Statement must also specify which foods should be eliminated as well as indicate the nutritionally equivalent substitutions. Diet statements are valid for three (3) years (from the physician's date of signature) with annual parent/guardian signature confirming no change in child's condition. For more information, please contact Parent Central Services. **CYS does not accommodate special diets based off preference such as vegan meals or organic foods.**

Allergy Medical Action Plan (AMAP):

Required for children/youth that have been prescribed a rescue medication (EpiPen, Benadryl, Albuterol, etc.), for life threatening allergic reactions. The Allergy Action Plan is valid for one year from the physician's signature date or less if there is a change in health status.

Respiratory Action Plan (RMAP):

Required for children/youth that have been diagnosed with asthma/reactive airway disease or that have been prescribed an inhaler or nebulizer for asthmatic reactions. The Respiratory Action Plan is valid for one year from the physician's signature date or less if there is a change in health status.

Seizure Action Plan (SMAP):

Required for children/youth that have been diagnosed with febrile seizures, epilepsy, or other seizures. Provider must indicate when to administer the rescue medication (if one has been prescribed). The Seizure Action Plan is valid for one year from the physician's signature date or less if there is a change in health status.

Diabetes Medical Action Plan (DMAP):

Required for children/youth that have been diagnosed with diabetes. May require a daily action plan and an emergency action plan. The Diabetic Action Plans are valid for one year from the physician's signature date or less if there is a change in health status. **CYS promotes the participation and inclusion of children and youth with diabetes in CYS activities and programs. CYS will not, solely by reason of a diagnosis of diabetes, exclude children/youth from participation in, deny the benefits of, or subject children/youth to discrimination under any CYS program or activity. CYS provides reasonable accommodations to afford access to its programs and activities to children and youth with diabetes. Each request for accommodations for a child/youth with diabetes will be assessed on an individual basis. Procedures are in place to process the requests which may include a Multi-Disciplinary Inclusion Action Team (MIAT) meeting.**

Removal of an identified special need requires documentation from the child/youth's licensed independent practitioner.

Parents are responsible for providing all medications and supplies needed to ensure the health and safety of a child with special needs. Children requiring rescue medication may not participate in a program without the required medication and a current Medical Action Plan being on site.

Reasonable/Accommodation:

These are basic adjustments, supports and/or modifications that may be needed by a child/youth with special needs to facilitate access to a program on an equal basis to their non-disabled peers. Accommodation for children/youth with special needs is not considered reasonable if it imposes an undue hardship on the operation of the program, requires fundamental alteration of the program or poses a direct threat to the health or safety of the child/youth with special needs or others.

Childcare Wait List:

Because of the high demand for childcare, it is not unusual for families to be placed on a waiting list. Patrons can access this service by visiting www.MilitaryChildCare.com. This Department of Defense (DoD) program makes it easier to find the care your family needs. Now military and DoD civilian families can search for childcare options through a single website. Using MilitaryChildCare.com, you can find comprehensive information on childcare programs worldwide, conduct a customized search for the care you need, and submit a request for care at any time and from any location. Families requesting childcare must meet eligibility requirements. The household working status at the time an offer for care is made will be verified by Parent Central Services before placing child(ren) into care. If patron does not have documents to match priority claimed on waitlist, the offer for care will be removed. Current Priority for childcare placement is as follows:

Priority 1A - CDP (Child Development Program) Direct Care Staff

Priority 1B - Single/Dual Military Members and Military Members with a Full-Time Working Spouse

Priority 1C - Military Members with a Part-Time Working Spouse or those with a Spouse Seeking Employment (Priority 1D - Military Members with a Full-Time Student Spouse

Priority 2 - Single/Dual DoD Civilians and DoD Civilians with a Full-Time Working Spouse
Priority 3 - Space Available

Families placed into care with a student spouse require full time enrollment verification every 90 days. Families placed into care with a seeking employment spouse will have 90 days to gain employment. Once employment is obtained, an offer letter/paystub must be provided. If employment is not gained at the end of the 90-day time frame, patron will no longer be eligible for care and will have to get back on the waitlist. Patrons may file a one-time 90-day extension for Garrison Commander approval through the Parent Central Services office. When a waiting list exists, Garrison Commanders have the authority to terminate services or grant Spouses looking for employment a one-time 90-day extension to remain in care after the initial 90-day period has passed. Patrons can lose their space with a 30-day notice.

Note: It is the responsibility of the parent/guardian to confirm interest in remaining on the wait list by updating the request on www.MilitaryChildCare.com every 45 days. Failure to do so will result in removal from the wait list. When a space is offered in a viable care option (CDC, FCC, etc.) parent/guardians are given forty-eight hours

(48) hours to accept/decline the space. If the viable care option is declined, then the child's name will be moved to the bottom of the wait list you are on. If PCS is unable to contact the parent/guardian, the space will be made available to the next eligible child/youth on the wait list. Contact Parent Central Services to discuss the available wait list options.

Viable Child Care Option:

Care may be on or off-post in any CYS program (CDC, FCC, SAC) at any location convenient to either the home or work. Care will be offered for any program when it can meet the patron's schedule that reflects the necessary program type (full day, hourly, part day, etc.) and the appropriate age group (infant, toddler, pre- school, and school-age) for the child. When a space is offered in a viable care option (CDC, FCC, SAC, etc.) parent/guardians are given four-eight (48) hours

to accept or decline the space. Failure to confirm the interest will require patrons to submit a new request for care. If Parent Central Services is unable to contact the parent/guardian, the space will be made available to the next eligible Child/Youth on the wait list. CYS follows the DoD Priority for Care and offers childcare through MilitaryChildCare.com. Contact Parent Central Services with questions.

Middle School/Teen Registration:

Registration forms are available at Devers Middle School and Teen Center. Youth may attend the regular Youth Programs (not field trips or special events until registration is finalized) as a guest member immediately upon receipt of completed form(s). To insure we obtain all necessary signatures on documents and have an opportunity to review the registration packet with the parents for accuracy, we require a parent to return the registration paperwork to Devers (located at Bldg. 5543 Chaffee Avenue) during administrative hours. This will also help meet the requirement of providing an orientation to parents regarding program operations. Administrative hours are Monday-Friday 12:00 p.m. – 6:00 p.m. Please feel free to call (502) 624-6442 for additional information. Parents may also choose to complete youth registrations at Parent Central Services (PCS) Office (located at Bldg. 500, 533 Spearhead Division Avenue). Remember, you may only register your youth in grades 6th-12th at Devers. Registration for all other grades/ages must be accomplished at the Parent Central Services office during their registration hours.

Some special events and field trips may cost a nominal fee, but participation in these events is not mandatory. In the case of field trips, written parental permission must be granted before a youth is allowed to participate.

CHAPTER 3-DAILY OPERATIONS

Daily Admission/Release:

Arrival & Departure Procedures: Under no circumstance will a child be released to any person who is not authorized to pick up the child. Maintaining accurate accountability of all children will be maintained at the classroom level.

Upon entering the CYS facility, parents/designated representative will swipe their child into the Child Youth Management System (CYMS) using their child pass card at the front desk before proceeding to their child's classroom. Under no circumstance will the parent/designated representative move beyond the front desk without first swiping in. After swiping in at the front desk, the parent/ designated representative may proceed to the classroom. Upon entering the classroom, the parent/ designated representative will sign the child in, annotating his/her name, date, time, and signature.

SAC children will be swiped in by their parent/designated representative and signed in on the attendance book at the front desk prior to moving to the locator board. SAC is currently the newest of CYS facilities and has a doorbell with an automatic connection to the front desk, therefore, SAC's doors are kept locked throughout the entire day. Parents & Visitors must be allowed into the facility.

Middle School/Teens (MST) youth participate in an open recreation program, which means they are allowed to enter and depart the facility without a parent or designated representative. Youth will swipe their key fob or give facility front desk staff their name to sign in/out of the facility.

Family Childcare (FCC) home: Parent/designated representative will sign their child into the home upon arrival annotating the child's name, date, time & parent signature. The provider will ensure that all children are properly signed in before the parent/designated representative departs the home. The provider may sign school age children in/out from school. Upon departure, the parent/designated representative will sign children out of the FCC home.

For pickup of child (ren), parents/designated representatives will follow the same procedures listed above.

Parents/guardians and visitors will enter and exit CYS Facilities through the front entrance/reception area, except during emergency evacuation and fire drills. During evacuations/fire drills, patrons will follow designated facility evacuation procedures. When departing, parent or designated representative will first enter the child's classroom and sign the child out of the classroom. After signing out and leaving the classroom, the parent or designated representative must swipe their child pass card at the front desk. These procedures are in place to ensure accountabilities for all children attending care.

Parent/guardian must provide advance written notice when a designee (other than the parent/guardian or individual listed as an emergency release in CYMS) will pick the child/youth up from the program. The document will be retained in the child's hard copy file. Authorized designees must show photo identification prior to the child/youth being released. Children may not be released to siblings or other children under age 13 unless approved by the program director on a case-by-case basis.

School age child may not leave a program unaccompanied without Parent's written permission.

No parent may be denied access to a child, including the right to pick up a child from a CYS program or FCC home, unless a copy of the custody agreement or court restraining order that relinquishes such parental rights is on file at the care giving site. If there are situations involving Child Protective Services, CYS facilities will follow the appropriate guidance.

Infant Drop off at CDC:

For infants, parents will be asked to provide information daily for his/her child upon arrival to the classroom. The sheet will be updated daily throughout the day by staff and given to the parent at departure time. Please allow enough time to pass on all pertinent information at arrival. If your child's diaper is dirty upon arrival, please feel free to utilize our facilities to change the diaper if you have time. Anything you do to support us in caring for your child is much appreciated.

Denial of Child Care Services:

CYS takes all reasonable precautions to offer a healthy environment. To ensure the safety of all enrolled children/ youth the staff will observe children/youth for signs of illness or symptoms of contagious disease upon arrival, while they are in care and before they leave. Parents/guardians must pick up their child/youth that becomes ill while in care within 1-2 hours after being notified. Children/youth who appear to be ill or show visible signs of fever will be screened closely and may be denied admission or excluded based upon the following symptoms:

- Temperature above 100.5° F axillary for children 3 months or younger or above 101.0° F axillary for children older than 3 months. Exclusion criteria for children/youth and adults who become ill during the influenza season (1 October – 31 May) include having a fever (100° F axillary and at least (1) respiratory symptom such as runny nose, cough, congestion, sore throat, intestinal upset, and diarrhea. NOTE: Individuals may be infected with the influenza and have respiratory symptoms without a fever.
- Inability to participate comfortably in daily activities. This can include but is not limited to acute change in behavior such as lethargy/lack of responsiveness, irritability, persistent crying, persistent cough, difficulty breathing or having a quick spreading rash.
- Vomiting: Two or more episodes of vomiting during the previous 24 hours or one occurrence in the childcare program accompanied by other indicators such as low-grade fever or inability to participate in the program.
- Diarrhea: Defined by watery stools or decreased form of stool that is not associated with changes of diet or medication. Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet trained children if the diarrhea is causing soiled pants or clothing. In addition, diapered children with diarrhea should be excluded if the stool frequency exceeds two (2) or more stools above normal for that child while attendance in the program; or loose or wet stools associated with fever; or if the child's ability to participate in program activities is affected. NOTE: Breast-fed infants may have loose stools that may not always be contained in the diaper; they are not to be excluded unless there has been a significant change in their normal stool pattern. Children that are on antibiotics will sometimes have loose stools; they should not be excluded unless they meet the criteria above.
- Impetigo—Red oozing erosion capped with a golden yellow crust that appears stuck on.
- Scabies—Crusty wavy ridges and tunnels in the webs of fingers, hand wrist and trunk.
- Ringworm—Flat, spreading ring-shaped lesions.
- Chicken pox—Crops of small blisters that become cloudy and crusted in 2 to 4 days.
- Head lice—nits—Whitish—grey clot attached to hair shafts.
- Culture—proven strep infections that have not been under treatment for at least 24 hours.
- Conjunctivitis (pink eye)—Red watery eyes with thick yellowish discharge.
- Persistent cough, severe diarrhea, or vomiting.
- Symptoms of other contagious diseases such as measles, mumps, hepatitis, and strep infections.
- Pinworm infestation.
- COVID 19: Dismissals for COVID19 will follow the current CYS guidance.

Re-Admission after Illness:

CYS staff will provide parent/guardian with an illness/injury readmission form (ENCLOSURE 2: IMKN-MWC FORM 1333) detailing criteria for re-admission. The child/youth's health care provider should use the form to indicate when it's safe for the child/youth to return to the program.

However, a note alone from the health care provider **will not** automatically readmit the child/youth into the program or override Army regulations. If the child was evaluated by a medical provider for any condition, the parent/guardian must provide CYS services with a signed, dated, and stamped note that states the child is cleared to return to care. A note is especially necessary if there is any question that the child is still communicable or is not well enough to return to care. In addition, any specific recommendations for limited activity or observations should be specified on the medical clearance note. The child/youth may only return to the CYS program when the following conditions exist:

- Fever has been absent for 24 hours without the use of fever reducing medications (ex. Tylenol or ibuprofen) or parent provides a note from child's healthcare provider clearing them to return to CYS care the next day.
- Nausea, vomiting or diarrhea has stopped for 24 hours.
- The appropriate number of doses of an antibiotic has been given over a 24-hour period for known strep or other bacterial infection (child must be on antibiotics for 24 hours before returning to care.)
- Chicken pox lesions have all crusted, usually 5-6 days after onset.
- Scabies is under treatment (can return after 24 hours of completed treatment) and a physician's note.
- Lice are under treatment and a physician's note. (CYS will dismiss from care for live bugs.)
- Pinworm treatment has occurred 24 hours before readmission and a physician's note.
- Pertussis (whooping cough)- 7 days from date antibiotic treatment began and provider's clearance.
- Impetigo lesions are no longer weeping and 24 hours after treatment has begun.
- Ringworm under treatment (can return after 24 hours of completed treatment) and a physician's note. The lesions must be covered. If lesions cannot be covered, Child/Youth will not be admitted until lesion has shrunk.
- Conjunctivitis (Pink Eye) has diminished to the point that eyes are no longer discharging. Treatment is ongoing, child has been receiving antibiotic medication for at least 24 hours.
- Hand and foot mouth disease - fever subsides usually 2 to 3 days; rash is not contagious.
- The Child/Youth has completed the contagious stage of the illness and a physician's note.
- The child/youth is able to participate in the normal daily activities.
- Covid19 readmission will follow the current CYS guidance.
- Children wearing casts, slings, have concussions/head injuries, or that have stitches must have a written statement from a healthcare provider with the level of participation allowed upon return to care.
- Certification from a provider that the child may return to the program is required when the following diseases are diagnosed (list is not all inclusive): Giardia, Lamblia, Shigella, Salmonella, Hepatitis A, B, or C, Haemophilus Influenza B (HIB), Tuberculosis, Polio, Diphtheria, Rashes (unknown origin), Scarlet Fever, Strep Throat, Measles, Rubella, Methicillin-Resistant Staphylococcus Aureus (MRSA), Clostridium Difficile (C.Diff)

Basic Care Items:

Acceptable basic care items are limited to topical items used for the prevention of sunburn, diaper rash, teething irritation, lip balm, insect repellants, and lotions. Certain items will not be acceptable for use in CYS programs: any aerosol spray basic care items, items with benzocaine or belladonna (typically found in teething gel), and baby powder. An authorization form (IMCOM Form 33) must be completed by the parent/guardian prior to initial use. These forms will be updated annually or when a basic care item is added, discontinued, or expired. Basic care items will be in their original container and stored out of reach of children. Each item should have the child's first and last name legibly

written on it, as well as on the outside of the bag. Parents are required to pick up expired medication from the center.

Administration of Medication:

The administration of medication incurs a significant potential for liability and is resource intensive. Medication administrative will be confined to situations where no other reasonable alternative exists (e.g., meds given three or more times a day or with specific hourly increments, such as every 8 hours). All prescribed medications are “authorized” except for Opioids and/or Narcotics. Opioids and Narcotics will require an exception to policy to IMCOM G9. **Please note: All medication (to include Over the Counter (OTC) medication must be checked in at the front desk and reviewed/ signed off by a member of management. No medication (to include OTC medication) is authorized in the classrooms unless it is prescribed by the physician and has been properly documented on CYS required documentation. All medication must be stored out of reach of children and therefore, may not be left in your child’s bag.** Medications that are prescribed as needed (PRN) will not be given in programs, except for rescue medications. Parent/guardians will complete and have the health care provider sign the corresponding Medical Action Plan (MAP) for the required rescue medication. All medications must be in the original container with a child-proof cap, labeled in English with the child’s name, name of medication, dosage strength, route of administration, healthcare provider’s name, instructions for use, and date. Medication must be stored at the appropriate temperature and secured out of reach of children. Parents must also provide the appropriate dispensing device. The healthcare provider or parent will administer the first dose of any medication. Children will be on oral medication for at least 24 hours before dosage is given by CYS personnel. Parent/Guardians will complete and sign a CYS Medical Dispensation Record, DA Form 5225-R, for each approved medication to be administered. A parent/guardian must complete and sign the form before medication can be administered. This policy will be discussed during the parent/guardian orientation. Please contact the individual program for further information.

Self-Medication:

School age and Teen Center youth can self-medicate if the health care provider determines that it is developmentally appropriate, the youth know enough about the health condition, and the treatment procedure. Self-medication in CYS programs requires written instructions from the youth’s health care provider clearly spelling out what and when self-medication is allowed and under what circumstances the youth must refer to the parents and health care provider for assistance. Parent/guardians and youth are responsible for notifying the program staff of any medication that will be brought to CYS programs. Youth must self-administer all medications in the presence of CYS staff and CYS staff will document the incident. A MIAT review will be required if any youth (6th-12th grade) cannot self-medicate.

Rest and Nap Periods:

Children enrolled in CDC and FCC full-day programs or hourly care will have a rest period, usually following lunch. Children/youth wishing to nap can do so, while children not wishing to nap can engage in some other quiet activity (e.g., read a book, coloring, etc.). Infants are allowed to follow their own resting/napping patterns.

Transitions:

Children are supervised closely at all times and the environment facilitates staff visibility and access to children. Extra vigilance is given during transition periods (i.e., arrival, departure, employee shift changes, etc.).

Personal Items from Home:

- **Diaper Bags/backpacks containing unsafe items:** To prevent harm to your child/youth and other children/youth/staff, please ensure his/her diaper bag or backpack does not contain items that could put others at risk. This includes food items since we have many children/youth/staff with food allergies.

- Mondays are the highest risk due to families using these bags during weekend outings and forgetting to take items out before bringing children back into the centers. Our number one priority is to ensure all children are safe while they are under our care/supervision.
- **Clothing:** Children should come to the center dressed appropriately for the weather (e.g., jackets and hats for fall and spring; coats, boots and snow pants, gloves/mitten for winter). Children should come in “play clothes” so that they feel free to participate in indoor and outdoor activities. Long dresses are not permitted for safety reasons. Washable clothing is recommended as children may be involved in messy developmental activities (e.g., art, cooking, and water and sand play). Two changes of clothing for all children under school-age are recommended. All clothing and accessories should be labeled with your child’s full name.
- **Shoes:** Children’s footwear should have rubber soles and be suitable for running, climbing, and jumping. For safety reasons, sandals, jellies, flip-flops, open toe shoes, cowboy boots, heels without straps, or wedged heels are not recommended.
- **Jewelry:** Accessories such as earrings, rings, bracelets, necklaces, and barrettes are not permitted for children under three or children who are in multi-age rooms with children under three. Any type of beaded jewelry (hair, wrists, etc.) is not acceptable at the Child Development Center due to safety precautions for young children.
- **Sleep Aids:** Due to the risk of sudden infant death syndrome (SIDS), soft toys, blankets, bumpers, pillows, or anything else are not allowed for sleeping infants 12 months and younger. Sleeping infants can have a pacifier in the crib--not connected to a tether and may use a CYS sleep sack if needed. For children over 12 months of age, they may bring their special toy or blanket to nap with. The naptime toy or blanket will be put in the child’s cubby and be made available for use during naptime. These items will need to be taken home for weekly laundering. Please ensure all personal items (i.e., book bags, books, school supplies, clothing, and blankets) are labeled with your child’s full name. It is not recommended that children younger than 12 months sleep with soft toys. Any special items in an infant’s crib must be reviewed by Army Public Health Nursing, have a doctor’s note, and possibly a MIAT conducted.

Outdoor Activities:

All children are taken outdoors daily for fresh air and to play, weather permitting. A daily checklist is completed for all indoor/outdoor areas of center-based services where children/youth participate. If any safety concerns are identified during these checks, this may limit the ability for outdoor activities.

Diapering/Toileting Training:

- **Diapers:** For health and sanitation reasons, only disposable diapers are permitted in our programs. Cloth diapers are only allowed when the use of disposable diapers creates a health risk for the child and the parent/guardian submits a health care provider’s statement to that effect. Diapers are checked and changed promptly if they are wet or soiled. Diapers and baby wipes should be labeled with the child first and last name.
- **Toilet Training:** Toilet training is a natural developmental process. Peak readiness is typically at 2 ½ years but will vary with each child. We will not force children to use the toilet, nor will we punish a child for lapses in toilet training. Planning a consistent toilet routine for home and center will go a long way in helping your child accomplish this developmental milestone. You must provide sufficient changes of clothing and training pants.
- **Biting:** Policies will focus on modifying the child’s behavior within the existing environment rather than “suspending” the child. When this is not possible, the CDC Director may recommend the child be moved to another CYS setting to meet the child’s needs.
- **Dental:** All children will be supervised when brushing teeth beginning at the age of two. Center based tooth brushing must be done in the rooms at the sink. Tooth brushing in a FCC home must be done in the bathroom.

- **Diapering/Toilet Training/Biting**--Chronic Incidents of behaviors: Incidents that endanger the child, other children, or staff such as biting, kicking, scratching, hitting, spitting, throwing, or turning over items, or excessive use of foul language are disruptive to our programs and to those participating in them. Parents will be informed when these behaviors occur. If behavior is repetitive, a conference will be scheduled with management staff to enlist parent cooperation and gather information regarding individual needs with the parent a behavioral plan will be developed for the child using Center of the Social, Emotional Foundations for Early Learning (CSEFEL) from the Operational Guidance for Behavioral Support designed by Kids Included Together (KIT). While we consistently strive to meet individual needs our focus must remain with the safety and wellbeing of all children. If the negative, harmful behavior is repeated, parents may be contacted to remove the child from the program for the rest of the day. If no change in the negative behavior is evident, the parent will need to seek alternative care and denial of care will be elevated through the command to IMCOM. CYS continually reevaluates its programs to ensure consistent, developmentally appropriate care. Additionally, community resources are available to assist families. We encourage families to utilize Social Work Services, Army Community Service, and the Exceptional Family Member program.

Celebrations:

- **Birthday and Holidays:** CYS recognizes that religious, ethnic, and seasonal celebrations are a part of valuable traditions. Parents/ guardians are encouraged to coordinate plans with the program director and staff in advance of the event. Coordination is necessary as appropriate items for celebration vary based on age and developmental stages of children/youth. All food items must be store bought (e.g., cake or cake mix in its original sealed package) and approved in advance by the director and/or dietician prior to serving to children. Food items may not be prepared at home or in unapproved facilities. Children will participate in the planning and preparing processes of all special celebrations. CYS philosophy concerning developmental programs emphasizes the importance of hands-on involvement of children, and these events are no exception. Parents are welcome to participate in and attend these special celebrations. These events will only take place during children's designated PM snack time. Morning part-day preschool will conduct celebrations during their class time. Only nutritious foods and drinks will be served to children in the Child Development Center, School Age Center, and Devers Middle School/Teen Center. All foods must be prepared on site. Due to food allergies and ingredients not always listed on labels, no food may be brought in from home or other outside sources. Parents who wish to contribute party bags for a special event or birthday are welcome to do so provided clearance is given by the program director.
- **Special Events:** Throughout the year, CYS sponsors special events and awareness campaigns such as Month of the Military Child and Army Birthday. Senior Commanders from Active Army, Guard, and Reserve and other branches of service; congressional delegates, local district officials and other key stakeholders plan and engage in observance of these events. Openings for childcare are available during other special events such as balls and meetings that occur after normal operating hours. This type of care must be coordinated in advance through Parent Central Services.

Emergencies Closures/Evacuation/Mobilization:

In the event of emergency, mobilization, or other contingency in which the facility needs to be evacuated, CYS staff will follow a written CYS Emergency Action Plan. Specific information can be obtained from your local CYS program.

Children/youth may be moved to the designated evacuation sites for safety and supervision if the emergency is not post-wide and only affects one facility. Causes for evacuation could be fire, bomb threats, explosion, flood, severe thunderstorm, severe winter storm, hurricane, tornado, toxic fumes, electrical failure, or structural

failure. Parents/guardians and military police will be notified.

Emergency Response plans are developed considering three scenarios of evacuation:

1. **Shelter In-Place Evacuation:** Keeping children/youth and staff in place, but securing location for emergency at hand, e.g., tornado and chemical release. Shelter in place in the facilities are mainly areas away from windows (such hallways).
2. **On-Site Evacuation:** Movement of children/youth and staff out of buildings affected and relocate to other areas on installation (if needed). Designated Safety Area is approximately 50 feet from the facility. Each program (CDC, SAC, YC, and TC) has established a designated safe area outside the 50 feet perimeter. Please note: No child/youth will be dropped off/picked up during evacuation procedures (this applies to drills as well). Parents may remain with child during evacuation procedures. Children may return to their room/facility when they are instructed that it is safe to go.
3. **Off-Site Evacuation:** Movement of part or all children/youth and staff off the installation to designated shelters. Off-site Locations in the case of an evacuation are as follows: (insert information).

Lockdown:

If a "Lock-Down" order is given children will be moved to a safe location in the building. Please note that during a "Lock Down" parents **will not** be allowed in or out of the facility until all clear is given. In the event of illness, emergency, or facility closure, CYS will make every attempt to contact the parent/guardian. If the parent/guardian cannot be located to pick up the child/youth, the following procedure will be put into action:

- The emergency notification child release designee on record will be called. If the center is unable to contact him/her, the next designee listed will be called.
- If none of the designees can be contacted, the military police will be notified, and their procedure will be followed in reference to locating the parent and custody of the child/youth.

Minor Accident /Emergencies

In the event of a minor accident resulting in injury to a child/youth requiring medical treatment, the CYS staff will immediately contact emergency services followed by notification to the parents/guardian. CYS personnel or FCC Providers will accompany the child/youth immediately to the nearest emergency room by ambulance (Baptist Health Hardin or as directed by the EMT staff). The staff or provider will remain with the child/youth until the parent/guardian arrives at the hospital where their child is located. If a change happened in route that causes EMT to transport the child/youth to a hospital located in Louisville, KY, the Parent/Guardian will be contacted as soon as possible by the CYS personnel.

Serious Incidents: CYS must report the following incidents to the Safety Office and up the Chain of Command. A completed Report of Unusual Incident (RUI) will be sent to the Department of the Army. The Military Police, 911 or another agency (including the Department for Community Based Services) may be called for assistance to investigate. Incidents include (but are not limited to):

- Death/injury to a child/youth sustained in a CYS program or facility resulting in admission to a hospital or which prevents/precludes the child/youth from participating in school/Child Development Center/Youth Programs for more than 3 days.
- Child neglect, physical or sexual abuse allegations of any person working or volunteering in any CYS program, even if the allegation did not involve a

child enrolled in a CYS program and any substantiated child abuse or neglect charge.

- Revocation or deferment of CDC or SAC accreditation.

CYS policy requires written incident/accident reports for falls, scratches, bruises, bites, and scrapes that occur while your child/youth is in our care to include emergency situations.

Parents/guardians will be informed of the incident/accident and will be asked to sign the report. All reports are kept in the child's/youth's folder and child abuse allegations are reported to higher headquarters.

Holiday Hours of Operation:

CYS programs will be closed on all Federal holidays, the day after Thanksgiving, and certain training holidays to conduct required annual CYS training. CYS will observe adjusted hours of operation during the Christmas/New Year season and the day before Thanksgiving. FCC providers will determine their own hours of operation during the holidays. Closure dates and days of adjusted hours of operation will be published to CYS families in advance for planning purposes. If childcare is needed on our closed days due to mission requirements, we will work with parents to coordinate care with an FCC Provider (very limited providers) on a case-by-case basis.

Inclement Weather:

CYS follows guidance for operations during inclement weather from the Installation Commander and the Garrison Commander. Closures and delays due to weather will be posted to the CYS Facebook Page (Fort Knox CYS) as well as the main Fort Knox website: <http://www.knox.army.mil>. CYS will follow the guidance listed below for inclement weather:

IF... Installation operating on Normal Schedule & FK Schools are <u>closed</u>	IF... If installation is operating on a ONE (1) HOUR DELAY & FK schools are closed	IF... If installation is operating on a TWO (2) HOUR DELAY & FK schools are <u>closed</u>
<p>CDC 0530-1800</p> <p>SAC 0530-1800</p>	<p>CDC 0830-1800</p> <p>SAC 830-1800</p>	<p>CDC 0930-1800</p> <p>SAC 0930-1800</p>
<p>All other MWR facilities to include Fitness Centers will respond to the weather delay from the start of standard duty hours at 0800. If the installation is on a 1-hour delay, facilities will open at 0900. If the installation is on a 2-hour delay MWR facilities will open at 1000.</p>		

If Fort Knox Schools or Installation is on a ONE (1) or TWO (2) hour delay and schools are open – NO BEFORE SCHOOL CARE WILL BE PROVIDED

****SAC will open at 1430 for after school care ONLY****

**FORT KNOX COMMUNITY SCHOOLS
EARLY RELEASE PLAN**

If Fort Knox Schools are released early due to inclement weather, children enrolled in the after school program will be transported to SAC.

Parents may choose to pick up child(ren) at school prior to busses departing. For accountability purposes, once children arrive to SAC, all children will be required to enter the building, be signed in by staff and accountability completed prior to releasing children to parents.

If the installation closes, CDC & SAC & all CYS programs will be closed.

Transportation Policy:

Some CYS staff are trained to operate government vehicles to safely transport children/youth on and off post. Our safe passenger rules must be always adhered to; please review them with your child/youth. Failure to follow these safety rules may

result in the suspension of a child's/youth's transportation privileges. The CYS program does not provide/utilize bus monitors to and from school.

- Seatbelts must be worn at all times in mini-buses. Buses will not move until everyone is buckled up.
- Everyone must remain seated and facing forward on buses. Buses will not move until everyone is properly seated.
- Inside voice is to be used at all times in vehicles.
- Eating, chewing, and drinking are prohibited in vehicles.
- No objects (including body limbs) shall be extended out a window.
- Littering is prohibited. Trash should be placed in designated trash containers.

The majority of CYS children/youth to/from school and on field trips is provided through a CYS contract with Taylor Motor Company (company providing transportation to on post schools) or another contracted transportation service. Permission slips are always signed by parents prior to any transportation.

Field Trips:

As part of the curriculum, field trips and nature walks are scheduled to Family and Morale, Welfare and Recreation (FMWR) sites and other local sites to augment the developmental program. All field trips receive input from Families, children/youth, and staff to offer planned activities in conjunction with community service projects. Parents/guardians will be informed in advance of the date and destination of each trip and will be required to sign a permission form for each child/youth participating in the trip.

Ratios must be maintained by paid staff supplemented with adults such as parents or volunteers. Ratios for high-risk activities must follow guidance. Please consult the program director for additional information on high-risk activities.

Food and Nutrition:

United States Department of Agriculture (USDA) enrollment and income applications must be completed on an annual basis for all CYS registered children ages infant-5th grade. Parents of infants are required to complete an infant feeding plan and update as necessary. FCC homes and CDC programs provide all infant jar food and cereal. FCC homes and CDC programs offer on-site ready to feed iron-fortified formula for infants in full and part-day programs. These specific USDA CACFP approved formulas are free of cost and parents/guardians have the option to decline. Parents/guardians are responsible for preparing bottles and providing an adequate number of bottles labeled with the date and child's first and last name. Glass bottles are not allowed, and all bottles must have caps. Medications or cereal may not be mixed with formula, unless otherwise indicated in the MIAT care plan due to medical reason.

Bottles for infants (under 12 months) may only contain formula or breast milk. Whole milk is allowed for children over 12 months. For formula, parents must provide the date and time the bottle was prepared. For human milk, parents must provide the date and time the milk was expressed.

Infants (under 12 months) will be fed individually and according to the infant's feeding plan. Infant Feeding Plans are based on USDA CACFP guidelines and are established by the parent and recommendations of the child's physician or other qualified health professional.

The Devers Middle School Teen Center program no longer participates in the USDA-CACFP program; however, very healthy nutritional snacks are provided each day.

USDA Child & Adult Food Program (CACFP) Non-Discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442
- (3) Email: program.intake@usda.gov.



Building for the Future

This child care receives Federal cash assistance to serve healthy meals to your children. Good nutrition today means a stronger tomorrow!

Meals served here must meet nutrition requirements established by USDA's **Child and Adult Care Food Program.**

Questions? Concerns?

Call USDA toll free: **1-866-USDA CND**
(1-866-873-2263)

Visit USDA's website: www.fns.usda.gov/cnd

USDA United States Department of Agriculture
Food and Nutrition Service
FNS-317
June 2009
Revised June 2001

USDA is an equal opportunity provider and employer.



"AND JUSTICE FOR ALL"

In accordance with Federal anti-discrimination policy, this institution does not discriminate on the basis of race, color, sex, age, or handicap (Not all prohibitions apply to all programs.)

To file a complaint, contact the Office of Civil Rights, U.S. Department of Agriculture, 1400 Independence Avenue, SW, Washington, DC 20250-9410, call (202) 690-7442, or visit www.ascr.usda.gov.

Family Style Dining:

With the exception of SAC and MST programs that serve buffet-style meals, CYS programs sit and dine “family style” with children/youth in FCC homes and centers. Family style dining promotes expanded language and cognition skills, builds fine motor skills and models appropriate eating habits while fostering social interactions. Most importantly, family style dining promotes a feeling of unity and acceptance that is essential to emotional development.

It is developmentally age appropriate for children/youth to participate in cleaning and setting tables, preparing meals, serving themselves (with staff assistance if needed) and assisting with clean-up after meals.

Lost and Found:

Each CYS program has a designated area to store items that are left behind. Contact the Program Director if you have missing items. Items are kept for a minimum of 30 days and then turned in to Helping Hands (clothing, wallets with no money) or the Military Policy (wallets with money or electronics).

Parent Participation Program:

The Military Child Care Act requires the establishment of a parent participation program at each DoD installation. The program allows parents/guardians to earn point(s) by participating in pre-approved activities on post, off post or in the comfort of the parent's home. For specific ways to earn Parent Participation Points, please see your child's Program Director.

Parent/guardians who wish to take advantage of this cost saving opportunity will receive a 10% monthly fee reduction. The reduction will be awarded once ten points are earned. Reductions are limited to 10% per child/per youth per month and will be reflected on the 1st month billing. Note: Points may accumulate from month to month. Points may not be shared with other families.

Here are a few ways parent/guardians can earn points towards fee reductions in childcare:

- **Parent Education:** Quarterly education workshops will be advertised to parents including online and face-to-face opportunities. All efforts will be made to engage with families.
- **Parent Advisory Board (PAB):** The PAB is a parent/guardian forum that meets at least quarterly to discuss current issues and offer recommendations for CYS program and service improvements. Parent/guardians concerns are channeled through the program director to the installation commander for review and disposition. The Parent Advisory Board consists of a President, Vice President, and Secretary who are nominated annually. At least one board member must be a CYS employee.
- **Parent Conferences:** Provide parents/guardians a formal means of communicating with those who provide direct care to their children on a regular basis. It offers a great opportunity for parent/guardians to learn up to date community news and program information while discussing their child's/youth's developmental progress. Parent conferences are offered at the CDC for children enrolled in the pre-Kindergarten program. They are offered at SAC and MST at the request of the parent/guardian.

Mission Related Extended Hours:

Provided at no additional cost for short term childcare (generally up to 3 hours/day) CYS childcare programs support patrons that have mission requirements, mobilization, deployment, contingency or TDY responsibilities after normal duty hours. Child Development Centers (CDC) supports unit requirements for childcare during training exercises, and alerts to the extent possible. CDC operating hours for full-day care will reflect installation variable duty hours. Other childcare programs provided for extended hours are FCC Extended Hours, trained CDC baby-sitters, and available off-post options. Extended hours per operations are according to the Installation's Child Youth Operations Plan (ICOP). Families are not charged for approved Army mission related extended hours care. Families must provide written validation confirming the mission related extended hours care. The Soldier's Unit/Sponsor's Supervisor will provide documentation to qualify for approved mission related extended hours care to the center-based program staff or FCC Provider. Extended duty hours care is generally up to 3 hours/day.

After Hours Care:

Children/youth must be picked up by posted closing time. When a child/youth is left at the site past closing, staff will attempt to contact the parent/guardian using all

telephone numbers provided, to include the emergency release designees. If after 30 minutes of a facility or FCC home closing time, the end of an instructional program class or sporting event, or middle school teen event and all attempts made by CYS personnel, the parent's unit, and the military police have failed to locate a parent or authorized designee, the CYS program director on duty with another staff member will transport the child to the designated FCC provider (a copy of the child's file will accompany the child). The FCC provider will be notified that a child will be transported to him/her for care until the parent(s) are located. A notice to the parent will be posted on the facility door to instruct parent to call the director.

Parking lot and traffic safety:

In an effort to keep our children, patrons, visitors, and staff safe while entering and exiting our Child & Youth Services facilities, we ask that you be mindful that all laws are enforced on this installation.

A few reminders are listed below:

- 5 MPH within a parking lot
- All vehicles should be secured and locked when parked and unattended.
- Children should not be left unattended in vehicles. Unattended children in vehicles will be reported to the MPs.
- Unauthorized parking (i.e., fire lane) is not permitted.
- Entering and exiting the parking lot on the wrong side (arrows are on the ground) is not permitted.
- Engines may not be left running while patrons enter the facilities.

CHAPTER 4- PAYMENTS AND REFUNDS

Tax Liability:

All Civilian Families using on-post childcare are required to register with the designated DoD Third Party Administrator and complete an online parent enrollment form to determine the tax value of their childcare subsidy. Each year DoD must determine the value of the childcare subsidy. This net value is the amount that is considered potentially taxable income associated with the DoD childcare subsidy. Only childcare subsidies that exceed the \$5,000 (\$2,500 for married individuals filing separately) exclusion and taxable and reportable.

Sponsors are responsible for considering any Dependent Care Flexible Spending Accounts (DCFSAs) to determine if the net value plus the DCFSA value exceeds the \$5,000 or \$2,500 amount.

Total Family Income (TFI):

Includes all earned income including wages, salaries, tips, long-term disability benefits, voluntary salary deferrals, basic allowance for housing Reserve Component/Transit (BAH RC/T) and subsistence allowances and in-kind quarters and subsistence received by a Military Service member, civilian employee, a spouse, or, in the case of an eligible DoD civilian employee, the same-sex domestic partner, and anything else of value, even if not taxable, that was received for providing services. For households in which unmarried couples or pairs are living as a family, the income for both adults is used to determine the TFI, as well as any other adult contributing to the welfare of the child. Total family income will be assessed annual each year at re-registration and cannot be re-calculated within the registration year without Garrison Commander approval.

DOCUMENTATION NEEDED TO DETERMINE TFI:

- a. Military Sponsor's current Leave and Earnings Statement (LES), based on a full month of income.
- b. Civilian Sponsor's current LES, based on a full month of income.
- c. Spouse/Partner's and/or all adults who financially contribute to the welfare of the child, LES, W-2 forms, and/or other income documentation.
- d. Schedule C (IRS return) from previous year to demonstrate wages from self-employment.
- e. Letter from employer if spouse/partner has not worked one full month. The letter must include rate of pay and anticipated average number of employment hours in order to calculate an annual pay estimate. Pay stub must be submitted following the first month of employment.
- f. A letter from employer may be required to determine priority if paystubs do not reflect hours worked. The memo must include number of hours worked per week and rate of pay. If a letter from employer is not provided, patron will be assessed as part-time working.

Fees for Blended Families AND Fees for Legally Separated Families will be based on the TFI of the household. Fees for geographically separated patrons will include both incomes and any other adult contributing to the welfare of the child.

Families, regardless of their Total Family Income Category, must provide income documentation. Failure to provide the required information will delay the processing and approval of childcare services and could result in denial of childcare services.

NOTE: An annual fee audit is conducted by an entity outside of CYS to verify the accuracy of income information disclosed by CYS patrons and to ensure that patron fees are calculated correctly and within the DoD/Army fee ranges and guidelines. Results will be published to CYS patrons. New fees will be implemented as directed by higher headquarters. If there are concerns with the information presented at registration/re-registration, CYS may involve SJA and/or request involvement from the CYS Coordinator/sponsor's Chain of Command to ensure patron fees are accurately assessed off household income.

Full Day/Part Day/Before/After School Program Fees:

Initial fee payment for Full Day, Part Day and Before/After School Programs must be made at the time a child is accepted/enrolled for the childcare space offered by Parent Central Services to reserve the space. This initial fee payment must be paid in advance of the child's start date and will be based on 10% of the monthly payment that is non-refundable and credited to the first month's payment.

Fees are generated semi-monthly on the 1st and the 15th of the month. Parents can pay monthly fees for regularly scheduled full day, part day and part time care in monthly or semi-monthly installments. Incoming Families make their initial payment for care at the time they accept the childcare space offered by the CYS Parent Central Services Office. **Services will be terminated if full payment plus late fee charges for the month are not received by the last working day of the month unless a command approved financial hardship waiver has been initiated.**

Vacation/Summer camp fees must be paid weekly by the Monday prior to the start of the week of camp. Patrons who have not paid by the Monday prior will lose their space for the summer camp and must re-apply via militarychildcare.com.

Instructional Program classes, youth sports, and camp fees must be paid in full prior to attendance.

Payments for all CYS programs can be made at any CYS facility or on Webtrac:

<https://webtrac.mwr.army.mil/webtrac103/wbwsc/Knoxcyms.wsc/wbsplash.html?wpb=1> .

Financial Hardship Waiver:

Families must demonstrate a need for a childcare fee reduction due to financial hardship based on a review by an ACS financial counselor. The counselor will provide a recommendation for a fee reduction to the Garrison Commander. Fee Adjustments for Financial Hardships must be re-evaluated at least every six months by the counselor and Garrison Commander. **Families whose childcare fees are 25% or more of their Total Family Income (TFI) may request a hardship review.** Contact the Outreach Services Director at Parent Central Services for assistance in filing a hardship. NOTE: Financial hardships do not apply to DoD contractors, specified space available patrons, hourly care, youth sports, or instructional program classes.

Leave/Vacation Options:

FCC and CDC fees are calculated during the registration/re-registration process. At registration/re-registration, patrons can opt in for a two week leave/vacation or a four week leave/vacation. Patrons cannot change their leave/vacation option within their registration year. The option chosen must be used during the registration year and unused leave/vacation cannot be carried over into the next year or paid out to the family. Family leave/vacation must be taken in a minimum of 5 consecutive business days. Families who opt for 4 weeks of Leave/Vacation pay a higher monthly fee than families who chose the 2 weeks fee option. Families must provide advance notice prior to taking leave/vacation by completing the vacation request form at the CDC front desk. Children cannot use care during days for which a leave request form was submitted.

Leave vacation options are available to patrons enrolled in full day CDC/FCC programs ONLY.

Withdrawal/Out-processing:

Parents are required to provide a minimum of 30 days' notice in writing prior to withdrawal. The form can be obtained at the front desk of the childcare program. This notice should be given to the Center Director, Assistant Director, or clerical staff at the program for which the patron is withdrawing. Failure to submit written notification will result in on-going assessment fees in effect until 30 days from the date the withdrawal form was received. Patrons who provide more than a 30-day withdrawal notice are eligible to receive a withdrawal discount of ten percent. This one-time reduction will be applied to the final (last full billing cycle) payment for full day and before/after school care program. This

reduction is not applied to patrons transitioning to other CYS programs, families being supplanted, and DoD contractors and specified space available patrons. Patrons who have unused leave/vacation time may use this in conjunction with their 30-day withdrawal notice. Patrons with children must out-process CYS. All outstanding and unbilled fees must be paid before CYS will out-process families from the installation.

Absenteeism:

In an effort to prevent children being left alone in unattended vehicles, CYS is required to contact families in regularly scheduled programs when a child does not show up to the program by 0930. CYS encourages parents to let the program staff know their child will be late or not in attendance for the day by calling the program front desk.

Refunds:

Refunds are **NOT** authorized for: child absences of two weeks or less, CYS services short term program closures due to inclement weather (3 days or less), staff training (no more than 2 days per year), or special installation circumstances as determined by the Garrison Commander, withdrawal from an Instructional Program class, unused leave/vacation, and enrichment program on school out days. Refunds are authorized for: program closures for repair or renovation when an alternate care setting is not provided, unexpected/prolonged child absences over 2 weeks with Garrison Commander approval due to family emergency or extended illnesses, withdrawal from a youth sport (occurring before mid-season), other extenuating circumstances (Garrison Commander's decision).

Hourly Care:

Hourly care is \$8.00 per child, per hour, regardless of Total Family Income (TFI). Multiple child reductions do not apply to hourly care. Reservations can be made up to 30 days in advance by calling (502) 624-6700, visiting the hourly care front desk, or on Webtrac (if available). Hourly care may be reserved/charged in 30 minute or one-hour increments. Hourly care must be paid in full on the day service is provided. Patrons will be charged a two-hour no-show fee for patrons who fail to show up or for hourly care not canceled at least 24 hours in advance. Hourly care for CDC age children cannot exceed 14 hours per week and no more than 5 hours per week for SAC age children. Exceptions to the maximum hours allowed per week will require written documentation submitted to Parent Central Services for the CYS Coordinator's determination. Priority for hourly care will be given to in-processing soldiers, emergency care/placements, and medical appointments. An orientation is required before utilizing hourly childcare and must be scheduled by Parent Central Services. Hourly care must be paid in full on the day the service is provided. NOTE: Failure to make payment will result in termination of availability of childcare services. Late pickup fees also apply to hourly childcare. Multiple child reductions do not apply to hourly care.

SAC Hourly Childcare:

SAC is pleased to offer our families hourly care based on availability during the hours of operation. When Before/After care is in session, hourly care is available until 1730. When school is not in session, full day care may be available (see occasional user fees). Please contact SAC directly to make reservations for hourly care.

SAC Occasional User:

A daily fee of \$54.00 per child is charged for occasional users attending SAC more than four hours per day. A daily fee of \$34.00 is charged for occasional users attending SAC four or less hours per day. Occasional user fees activate one a patron has reached their maximum of five hours of hourly care in a week. Users attending more than 3 days per week are assessed the weekly SAC fees.

Late Payment: For services billed twice a month (1st and 15th), a one-time \$10.00 per child late payment will be assessed on the 6th business day of each missed payment cycle. When late or non-payments have been identified, the procedures as outlined in the SOP, Subject: "Non-Payment of Child Care Fees, Collection of Delinquent Accounts and Denial of Services" will be followed which include:

Verbal Notification by Front Desk staff during swipe in/swipe out on the 4th and 5th days of each semi-monthly billing cycle. CYMS swipe stations should be toggled to 'Display Message if HH Balance Exists' so front desk personnel can give parents a courtesy reminder of approaching payment deadlines.

Personal Follow-Up. By Program Manager on 6th day of the first delinquent billing cycle. Families with an outstanding balance should be contacted via telephone, in writing or in person regarding the outstanding balance. This will include informing Families of their option to request a Financial Hardship Waiver from IMCOM G9 and reminding of them of penalties if payment arrangements are not made by established deadlines.

Written Notice of Non-Payment/Potential Termination. By Program Manager on 6th day of the second delinquent billing cycle. This will be an automated Army-standard notice. If possible, Program Manager should also do a final verbal follow-up in conjunction with this letter to ensure the Family fully understands the pending consequences and to encourage them to seek assistance if warranted. Services will be suspended on the last day of the month until the fees are paid in full, or a hardship waiver/payment is approved by the garrison commander. Services may be terminated when fees are not paid in full, or a financial hardship waiver is not approved.

Note: When payment is not received, collection of wages will be initiated.

Late Pickup Fees:

CDC and SAC programs are authorized to charge a late pick-up fee of \$1.00 per minute up to 15 minutes per family/per site regardless of the number of children in care at that site. After 15 minutes, the charge is \$8.00 per child/per site for the next 45 minutes. CYS emergency procedures will be followed when child(ren) is/are left at the program after closing time.

Parent Fee Reductions/Incentives

- **Deployment Support Services:** Benefits are only authorized for eligible Army families. Other services located on Army installations are not authorized to receive the Army Deployment benefits. When orders are received, patrons may be eligible to receive certain benefits based on location of deployment. Benefits will not be retroactive and will be applied with benefits beginning on the date the orders were received. Please contact Parent Central Services for additional information regarding Deployment Support Services.
- **Parent Participation Fee Reduction:** Parents may earn a fee reduction for participating for a minimum of 10 hours in CYS programs. A 10% reduction on one month's fee for one Child/Youth may be awarded for each 10 hours of parent participation. Reductions are limited to 10% per Child/ Youth per month. Parent participation hours may accumulate month to month and may not be shared with other Families. Points may only be used for regularly scheduled programs (full day, part day, before/after school, summer camps).
- **Multiple Child Reductions (MCR):** A 15% MCR is applied when more than one child is enrolled in regularly scheduled childcare programs or seasonal youth sports offered by CYS. MCRs for childcare and youth sports are determined separately and may not be combined. MCRs are not applied to Hourly Care, Instructional Program fees, or School Age occasional user fees. MCRs are not applied to contractors and specified space available patrons.
- **Seasonal youth sports:** MCR applies to Families with more than one child enrolled in a seasonal youth sport. The Standard Army-wide Multiple Child Fee Reduction is applied to the second child and all subsequent children enrolled in a youth sport occurring in the same season. Regularly scheduled childcare programs (Full day, Part Day, FCC home, Before and After School Age, etc.): MCR applies to Families with more than one child enrolled in ongoing childcare programs. The child enrolled in the highest cost care option is considered the first child and pays full fee. The Standard Army-wide Multiple Child Fee Reduction is applied to the second child and all subsequent children ~~enrolled in regular ongoing~~ childcare program.

- **Coach Fee Reductions:** Youth Sports coach fee reductions apply only to the coach's own children during the same season they volunteer to coach. Volunteer head coaches may enroll all their children at no cost in any Category A (soccer, baseball, softball, flag football, cheerleading, basketball, volleyball, track and field, dodge ball, wrestling, kickball, capture the flag, double Dutch, team handball, inline skating, power lifting, table tennis, racquetball, and individual sports programs) or Category B (hockey, lacrosse, field hockey, water polo, tennis, boxing, football, skiing, snowboarding, bowling, archery, specialized team and individual sport programs). Assistant volunteer coaches may enroll one child at no cost in any Category A or Category B sport and a 15% reduction for subsequent children during the same season. **ALL VOLUNTEERS MUST COMPLETE: Fingerprints, Installation Records Check, Army Substance Abuse Program (ASAP), Military Treatment Facility Central Registry, and Criminal Investigation Division (CID) alerts.**
- **Family Child Care Fee Incentive:** FCC Parent Fee Assistance represents a savings to Families over Army CDC and SAC fees for designated Total Family Income Categories. This savings is an efficiency incentive to encourage more Families to use FCC Homes as their primary source of childcare. Contact Parent Central Services for additional information on FCC Parent Fee Assistance.
- **Extended Duty Child Care Fee Assistance:** Provided at no additional cost for short-term childcare (generally up to 3 hours/day) beyond FCC regularly scheduled care hours (based on Sponsor's typical duty day/care requirements). A written validation statement is required from the Soldier's unit/Sponsor's Supervisor to the FCC Provider to qualify.
- **Mission Related Extended Duty 24/7 Fee Assistance:** Provided at no additional cost for care beyond FCC regularly scheduled care hours. Individual Families are authorized up to 30 days for Extended Duty Child Care per year.
- **Family Childcare Fee Incentive:** FCC Parent Fee Assistance represents a savings to Families over Army CDC and SAC fees for designated Total Family Income Categories. This savings is an efficiency incentive to encourage more Families to use FCC Homes as their primary source of childcare. Contact Parent Central Services for additional information on FCC Parent Fee Assistance.

CHAPTER 5- CURRICULUM AND PROGRAMS

Core Curriculum:

CHILD DEVELOPMENT CENTERS (CDC)/ FAMILY CHILD CARE (FCC) HOMES

The Teaching Strategies Child Assessment System and Creative Curriculum include 10 areas of development and learning: Social-emotional; language; literacy; physical; cognitive; mathematics; science & technology; social studies; the arts, and English language acquisition.

All activities will be developmental in nature and recognize children's individual differences by providing an environment that encourages self-confidence, development of self-help and life skills, curiosity, creativity, and self-discipline as outlined in the Creative Curriculum. Concrete experiential learning activities encompass the following six domains: Social, Physical, Language/Literacy, Cognitive/Intellectual, Emotional and Cultural. Typical child routines such as mealtimes, clean-up times, napping and rest times, and diapering and toileting are integral parts of the curriculum, not separate items between curriculum areas. Daily specific lesson plans and schedule along with weekly lesson plans are posted.

SCHOOL AGE CENTER (SAC)

Curriculum and programming centers around the school age five core program areas: Education and Science; Technology; Engineering and Math (STEM); Leadership and Service; Health and Wellness; Sports and Recreation Programs, and the Arts. Children/youth will have input into activity choices to ensure the activities meet their needs and interests with documentation on file. Program choices are designed and implemented to meet a variety of child interests to cover a wide variety of skill, ability, and interest levels.

Daily schedules/activity plans will be flexible, provide stability without being rigid, allow children/youth to meet their physical needs (e.g., water, food, restrooms) in a relaxed way, allow children/youth to move smoothly from one activity to another, usually at their own pace, and facilitate transitions when it is necessary for children/youth to move as a group.

Program activities are offered in Life Skills, Citizenship and Leadership. A variety of clubs and committees will be available to expand children's inter- personal, speaking, and leadership skills. Program choices will be offered to help children develop skills in independent living and life planning such as cooking, swimming, etc.

MIDDLE SCHOOL/TEENS (MST)

The MST program (located in Devers) utilizes a comprehensive youth development curriculum framework to ensure the physical, cognitive, social, and emotional needs of youth are addressed. The framework is comprised of Five Core areas: (Education and Science; Technology, Engineering and Math (STEM); Leadership and Service; Health and Wellness; Sports and Recreation Programs, and the Arts) to meet the requirements. Youth will work together with staff to ensure they have input into activity choices. Activities must meet the needs and interests of the youth. Intent is to have a combination of youth and adult input in the program activities. Youth will help determine frequency. Activities will reflect the program's written philosophy and goals for youth in a prominent area.

Program activities will be offered in life skills, citizenship, and leadership in the following areas:

- Youth Councils, which will provide opportunities for youth to actively participate in planning and conducting youth programs.
- Volunteer Community Service will provide opportunities for youth to actively learn through service to their community.

- Workforce Preparation provides opportunities for youth to prepare for successful entry into the workforce.
- Youth Technology Lab. Provides opportunities for youth to explore interests, enhance technology skills, and research information.

We encourage our Families to share their culture, heritage, and home language throughout all curricula.

CHILD AND YOUTH SPORTS AND FITNESS PROGRAM AND INSTRUCTIONAL PROGRAMS

The Child and Youth Sports and Fitness Program (Ages 3 years – 12th grade) offers developmentally appropriate opportunities for children and youth to be engaged in individual and team sports, competitions, skill building clinics, and nutrition and health classes that foster development of life-long healthy habits. Provided by trained CYS employees and volunteer coaches in a variety of settings.

- The System is comprised of:
 - Team Sports
 - Individual Sports
 - Fitness and Health
 - Outreach
- Team Sports are offered in the following sports:
 - Baseball/T-Ball
 - Soccer
 - Basketball
 - Cheerleading
 - Flag Football
 - Volleyball
- Individual Sports are offered in locally selected sports. A minimum of one health and fitness option is offered anytime during the year such as health lifestyles, healthy eating, personal hygiene, etc.
- Fitness and Health programs focus on nutrition education/counseling and health promotion. These programs are implemented throughout the CYS system.

A minimum of one Fitness and Health option is offered anytime during the year such as healthy lifestyles, healthy eating, personal hygiene, etc.,

Nutrition, Counseling or Health activities/event Outreach programs are offered in CDC, SAC, MST, and FCC throughout the year.

- Intramurals (SAC/MST)
- Motor Skill Activities (CDC/SAC) i.e., Start Smart
- Skill Building Clinics (all)
- MWR Partnerships (SAC/MST) gymnasium, outdoor recreation

Concussion:

With the increase in concussion reports in the Youth Sports, the Caruso Youth Sports and Fitness Program makes your child's health and safety a #1 priority.

During sports, we know that Concussions are a possibility, therefore the youth sports staff & coaches and everyone involved are keen when we see the below Signs Observed with a player, we take action:

- √ Can't recall events prior to or after a hit or fall.
- √ Appears dazed or stunned.
- √ Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent.
- √ Moves clumsily.
- √ Answers questions slowly.
- √ Loses consciousness (even briefly).
- √ Shows mood, behavior, or personality changes.

Concussion Symptoms the Player May Report:

- √ Headache or “pressure” in head.
- √ Nausea or vomiting.
- √ Balance problems or dizziness, or double or blurry vision.
- √ Bothered by light or noise.
- √ Feeling sluggish, hazy, foggy, or groggy.
- √ Confusion, or concentration or memory problems.
- √ Just not “feeling right,” or “feeling down”. The Youth Sports & Fitness office provides parents with more information on concussions when a child/youth participates in Sports.

To ensure that the equipment your child will be wearing during football practices and games, all helmets are sent to Riddell Sports where they are inspected, repaired, and reconditioned to the National Operating Committee on Standards for Athletic Equipment (NOCSAE) standards. While there is no standard on shoulder pads, our programs take the extra step to send shoulder pads to Riddell where they are thoroughly inspected, repaired, and sanitized after every season.

√ Baseball is no exception. National Operating Committee on Standards for Athletic Equipment (NOCSAE). We ensure all baseball helmets are inspected and sanitized to the NOCSAE standard. This responsibility may be shared by different companies; however, rest assured we only select reputable and professionals to work on our equipment. There is no standard for catcher's gear; however, this equipment is JUST as important as the helmet. We send all catcher's gear (shin guards and chest protectors) out to be professionally inspected, repaired, and sanitized. NOCSAE's mission is to commission research in sports medicine and science and establish standards for athletic equipment, where feasible. The Committee fosters and encourages the dissemination of information on research findings on athletic equipment, injury data, and other closely related areas of inquiry.

CORE PROGRAMS:

Child Development Center (CDC): (Ages 6 weeks-5 years) Offer on- post full-day, part-day, hourly childcare, extended duty day care, and the Strong Beginnings Pre-Kindergarten program. Care is provided by trained staff and operations are subject to Department of Defense (DoD) Certification.

Family Child Care (FCC) Homes: (Ages 4 weeks-12 years) Offer full-day, part-day, and hourly childcare to include extended duty day, weekend care, 24-hour care as needed in a home environment. Care for up to six children (depending on mix of ages) is provided by trained, certified, and monitored FCC Providers in their government owned or leased Residential Communities Initiative (RCI) housing.

School-Age Center (SAC): (Ages Kindergarten – 5th grade) Offer before and after school programs, hourly care, full/part day care during school out/early release days, and camps during school vacations. Care is provided by trained staff and operations are subject to DoD Certification.

Middle School Teen (MST): (Ages 6th-12th grade) The Youth Program located at Devers offers comprehensive, supervised program options (after school, weekends, summer camps) and affordable, quality, predictable services that are easily accessible for eligible youth in grades 6 through 12 through formal partnership agreements with several nationally recognized youth- serving organizations, such as United States Department of Agriculture (USDA), 4-H and Boys & Girls Clubs of America (BGCA). Youth have access to programs, standardized curriculum, special events, camps, scholarships, etc., no matter where they live. Supervision and programming are provided by trained staff.



Youth Sports & Fitness Programs: (Ages 3-18 years) Offer developmentally appropriate opportunities for children and youth to be engaged in individual and team sports, competitions, skill building clinics, and nutrition and health classes that foster development of life-long healthy habits. Provided by trained CYS employees and volunteer coaches in a variety of settings including Youth Centers, MWR Facilities, Schools, community fields and facilities.

*Baseline Programming includes:

- Team Sports
- Individual Sports
- Fitness and Health
- Outreach
- **National Alliance for Youth Sports (NAYS):** NAYS is the nation's leading youth sports educator and advocate with national programs that educate administrators, coaches, officials and parents about their roles and responsibilities in the context of youth sports, in addition to offering youth development programs for children. Since 1993, the National Alliance for Youth Sports has created a unique partnership to bring quality youth sports programs to children on military bases around the world. Through NAYS CYS offers; youth sports coaches' certification, youth sports officials training services, parental sports education and marketing services, Start Smart Sports Development Program for Child Development Services, and on site and on-line educational forums on Army installations worldwide.
- **Get Fit... Be Strong:** A comprehensive health, fitness, and wellness campaign in an effort to increase children and youth's physical activity and teach them healthy lifestyle techniques. The "Get Fit, Be Strong" initiative is executed in School Age Care (SAC), Middle-school/Teen Programs (MST), Child & Youth Sports & Fitness (CYSF) and Army Youth Programs in Your Neighborhood (AYPYN) Schools. All children and youth enrolled in SAC, MST, CYSF and AYPYN programs have daily opportunities to participate in self- directed and staff-facilitated physical fitness activities while earning recognition from the President's Challenge Physical Activity & Fitness Awards Program. CYS/AYPYN staff and parents will also be able to participate in this initiative, thus setting great examples and serving as role models for children and youth.
- **Instructional Programs:** (Ages 12 months-12th grade) Offers range of out of school classes, e.g., music, dance, gymnastics, technology, life skills, and athletic experiences designed to complement, expand, and support the academic, life skills, and athletic experiences children and youth have within Army CYS Programs and Schools. Provided by CYS employees (sometimes contract instructors) in a variety of settings, which may include Child Development Centers, School Age Programs, MWR and Community Facilities and Schools. Parents must remain on site during Instructional Program classes in accordance with the current installation home alone policy.

Parent and Outreach Services Program

- Parent Central Services: (Ages 0-18 years) Offers registration, enrollment, records transfer, parent education classes, waitlist management, babysitter training and referral services for families. Includes CYS Parent Advisory Board, and non-traditional outreach services. Provides program information, sends email messages, and contributes to web sites of interest to parents. Parent and Outreach Services also facilitates the Multi-disciplinary Inclusion Action Team (MIAT) process which assists in placement of children with special needs in CYS programs.
- Kids At Home: (Ages 6 weeks-12th grade) Offers non-traditional outreach services to support Families with children/youth whose primary care/educational setting is in their own home. Includes *imAlone* classes for enrolled children (11-15 years) whose parents have determined that they can be home alone during out of school hours, and *Home School Services*, e.g., use of CYS tech labs, multipurpose rooms, homework centers, instructional programs for educational purposes during school hours (when facilities are not in use) by children/youth who are home schooled and accompanied by their parents.
- Parents On Site/Parent Co-Ops: (Ages 6 weeks-12 years) Offer support services for the operation and management of parent co-ops that exchange babysitting services, infant/toddler playgroups, and short-term care in unit settings by Family members in one unit or organization for similar services at a future agreed upon time with Family members in another unit or organization. Parents provide care with CYS staff assistance and operations are subject to DoD Certification.
- Kids On Site/Short Term Alternative Child Care: (Ages 6 weeks-12 years) Offers short term hourly childcare for Families using/ attending Command Sponsored events, e.g., Strong Bonds, Family Readiness Groups, Memorial Services, Yellow Ribbon Events etc. Provided by CYS employees in a variety of on and off post settings that may include Family and Morale, Welfare and Recreation facilities, Chapels, Armed Forces Recreation Centers, Hotels, Schools, Armories, etc. Parents remain on site or are immediately available in an adjacent facility.
- Babysitting Certification Class: This course is designed to familiarize military youth in grades 6th-12th grade with the responsibilities of babysitting and teach skills and techniques needed for sitters to become competent and caring. Students will receive training materials, a certificate of completion for completing the babysitting class, and valuable hands-on training in emergency procedures, safety, child development, nutrition, and the business of babysitting. The course will provide Infant and Child First Aid/CPR training for each student. Upon completion, the student will be issued a First Aid/CPR card valid for 2 years. Teens aged 13 and older are eligible to be placed on the CYS babysitter referral list with parent approval. Eligible patrons may pick up the babysitter referral list at Parent Central Services.
- Deployment Support Services: Offers services/discounts to eligible Army families during deployment cycles. Deployment orders must be provided to Parent Central Services to determine benefit qualifications. Benefits will not be retroactive.
 - **Respite Child Care:** Offers respite childcare for parents to give them temporary relief from child rearing duties and allows them time to take care of personal business. Families are offered 16 hours per child, per month at no cost care beginning 30 days before Soldier is deployed and ending 90 days after Soldier returns. (Deployment benefits depend upon location, length, and criteria for deployment.)

Community Based Programs

- **Mission Youth Outreach:** (Ages 6-18 years) Partnership between Army CYS and Boys & Girls Clubs of America providing children from families of reserve and active-duty personnel with a free membership at their local Boys & Girls Club. Active-duty youth need to be able to connect with other youth in similar situations. The partnership delivers physical, emotional, social, and cultural programs for military youth living in civilian communities. Mission: Youth Outreach supports military kids coping with the stress of having a parent or parents deployed by creating a network of youth who can empathize and help them cope with their new world of being suddenly “military.” Through a Joint Military Services initiative, military dependent children ages 6- 18 can receive programs and services through their local Boys and Girls Clubs.
- **School Support Services:** (Grades K-12) The purpose of School Support Services is to reduce the conflict between military mission requirements and parental responsibilities related to K-12 education. School Support Services provides a variety of programmatic strategies and resources to achieve this mission and to support academic success and wellness for Army children and youth. School support services offers multiple services to aid families with school age children and youth.
- **School Liaison Officers (SLOs):** Have strong educational backgrounds and are located on each Army garrison. SLOs provide support to Garrison Commanders, Army Families, and school districts. SLO’s advise garrison command staff on matters related to schools, assist Army Families with school issues, communicate information and support services to Army Families and schools, support Army Families during school transitions; collaborate with school districts to build positive relationships and address issues that impact Army students, facilitate training for parents, schools, and garrisons, and foster reciprocal transition practices among school districts and increase school transition predictability for Army Families.
- **Homeschool Support:** Provided to Families who choose to homeschool their children. SLOs gather and share policies and resources to help these families overcome unique challenges and barriers. Homeschool families must submit a letter of intent to homeschool each school year to the School Liaison Officer (Fort Knox Garrison requirement.)
- **Homework Centers (K-12 grades):** Create a safe and familiar before- and after-school academic support environment in school- age centers and youth centers.
- **Youth Sponsorship Program** provides relocation and school transition support to include pre- arrival, arrival, and pre-departure services to youth by providing information, a sense of belonging and opportunity to make friends.
- **Youth Technology Labs (YTLs):** (Ages 6-18 years) Provide a safe, secure, and age-appropriate place where children and youth can engage in technology-based activities and programs; both keys to linking youth with their deployed parents and serving as a vital component of CYS Homework Centers.
- **Tutor.Com (K-1st Yr. College):** Offers free, online tutoring services to dependent children of active-duty Army personnel, dependent children of deployed Army National Guard personnel, dependent children of deployed Army Reserve personnel, dependent children of Army Wounded Warriors/Survivors, inactive/part-time Army National Guard personnel and their dependents and inactive/part- time Army.
- **Army Fee Assistance (AFA):** All Army Families may be referred to the Army’s current resource and referral agency to help locate civilian providers to meet their childcare needs when an installation space is not available within 45 days of the patron’s date care needed. Those who are eligible may apply for Army Fee Assistance to help pay for the higher cost of civilian childcare. AFA pays the difference between what the Sponsor would pay for on-post childcare and the community-based childcare provider’s rate up to an established provider rate cap. Sponsors who reside within the currently defined catchment area from their assigned garrison are not eligible for AFA when on post childcare is available within 45 days of date care needed. If space is not available within 45 days of the date care needed, Parent and Outreach Services (P&OS) will refer the patron to Child Care Aware to learn more about the program and obtain the necessary forms. P&OS Director or Assistant Director will complete the Statement of Non-Availability form for the patron as part of the AFA application process. Please visit:

www.childcareaware.org for more information on the Army Fee Assistance Program.

- **Military Childcare In Your Neighborhood (MCCYN):**
A DoD and U.S. Coast Guard fee assistance program for eligible families who cannot access military-operated childcare due to distance or waitlists. Intent is to keep affordable childcare in reach for eligible families. MCCYN childcare providers and facilities must be a state licensed and nationally accredited.
- **Military Childcare in Your Neighborhood-PLUS (MCCYN-PLUS):**
MCCYN-PLUS is a new program initiative in select states, including Kentucky. MCCYN- PLUS childcare providers and facilities are non-accredited and must be a licensed center on the state's Quality Rating and Improvement System with the intent to improve quality Childcare. For more information, visit: www.childcareaware.org
- **Military and Family Life Counselors (MFLC)/Child and Youth Behavior:**
Provide on-site counselors in child and youth programs to offer non-medical, short term, situational, problem-solving counseling services to staff, parents, and children within CYS facilities, garrison schools and summer camps. Fort Knox uses Military and Family Life Counselors throughout all programs.

DEVELOPMENTAL CHARACTERISTICS OF CHILDREN

Infants 6 weeks- 18 months

- Infants delight in learning about themselves, their world, and the people around them. They learn by discovering and exploring their world and imitating people around them. They repeat and practice actions to see the result and will learn new ways to get the desired results.

Toddlers 18 months- 3 years

- Toddlers like to conform and are becoming sure of themselves gaining a sense of personal identity. They are adventurous and may become negative or defiant and need controlled freedom. They learn by discovering and exploring their world. They imitate other people repeating and practicing both language and motor skills. At this age, they need to receive a lot of encouragement.

Preschool 3 years - 5 years

- Preschoolers are self-assured and are becoming more independent. They enjoy responsibility and like to associate with their parents. They like following the rules. They learn through cooperative play with their peers. They enjoy other children and will develop "friends" and become highly socialized.

School Age 5 years - 11 years

- School age children like to imagine and engage in pretend play. Their reality is not firm, so they follow perceptions over judgment. They are learning to make good choices and exercise self-discipline, though this does not come easily for some. They learn from authentic experiences relating things they are learning at school to real world experiences. Their success is often preceded with frustration and sometimes they must learn to accept weakness.

Middle School 11 years - 14 years

- Middle school students are developing logical thought allowing them to move beyond superficial aspects into categorical labels (for example "all humans are mortal"). They are gradually becoming ready for independence, and may face body changes, over-confidence, or self-consciousness. They learn through peer interactions and talking things out. They have trouble remembering things and may not like repetitive tasks. They lack the maturity of high school students and can be moody or emotional.

High School 14 years - 18 years

- High school students' thoughts are becoming more abstract. They can incorporate principles of former logic and can generate multiple hypotheses. They will likely get a surge for independence. They benefit from positive family environment and open parent-youth communication. They learn through active engagement such as debate. They could greatly benefit from using a planner and developing time management skills. They do best when they have something to look forward to

that motivates them and should start setting goals.



AMIM-KNW-A (100)

25 July 2022

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Knox Policy No. 09 – Installation Child and Youth Supervision Policy

1. References.

- a. Army Regulation (AR) 608 -18, (The Army Family Advocacy Program (FAP)), 13 September 2011.
- b. AR 608-75, (Exceptional Family Member Program), 27 January 2017.
- c. AR 608-10, (Child Development Services) 11 May 2017
- d. Fort Knox Regulation 608-2, (Family Advocacy Program), 1 November 2014
- e. Memorandum of Agreement between US Army Garrison and Kentucky Cabinet for Health and Family Services, Department for Community Based Services (DCBS), 11 Jan 2021.

2. Purpose. The purpose of this memorandum is to impose requirements for the supervision of children residing on or visiting Fort Knox, and outline out-of-school child and youth supervision criteria during parental duty hours.

3. Definition.

- a. "Supervision" is the act of watching, directing, and guiding a child's activities in order to ensure their safety and well-being.
- b. This policy applies to any minor once on the installation to include residing on this installation.

4. The following policy guidelines and reference chart at enclosure, are established:

- a. Children in Grades 5 and Below.

(1) Require supervision and may not be left "home alone." Such supervision may be provided by their parents, other adults, or in some instances, children who are at

ENCLOSURE 1

least in 6th grade. Children in Grades 5 and below will not be left unsupervised in on-post privatized housing at any time. Parents are strongly encouraged to ensure the person providing supervision has been trained in infant/child CPR, basic first aid, and proper care- giving techniques. Babysitter Training Course offered by CYS 4H/American Red Cross Training (502-624-6703). Youth Sports and Instructional Programs have more specific requirements (502- 624-4747).

(2) Children in grades 5 and below will not be left unattended for any period in a vehicle.

b. Children in grades 6 and above. Supervision of children in grades 6 or above will be based on their maturity. Children need to know where their parent(s) is/are and how to make contact with them. In addition, children need to know when and how to call the police, ambulance, and other emergency phone numbers. Children need to have access to another responsible adult other than their parent when needed to ensure the safety and welfare of the child. Children will not be allowed to damage or destroy personal or government property, garden plots, yards, or buildings. Invasions of privacy and acts of vandalism will not be condoned in on-post privatized housing. Children 14 years and under will not be left alone overnight without adult supervision.

c. Post Facilities and Outside Areas. Post facilities (e.g., PX, commissary, library, etc.) are intended to provide goods and services for a better quality of life for our Soldiers and Families. Post facilities are not intended for places where parents can leave children unattended and unsupervised for extended periods. Parents will ensure children use post facilities only for legitimate purposes and conduct themselves in a courteous manner.

d. Bus Stops. Children in Pre-Kindergarten and Kindergarten may not walk to and from school alone or wait at bus stops without supervision. Children in first and second grade may walk to and from school, and wait at bus stops with immediate access (visual sight and hearing distance) to adult supervision. Children in third grade and above may walk to and from school and wait at bus stops independently. Children in sixth grade and above may walk siblings to and from school and bus stops.

e. Parent Responsibilities. The care and supervision of children/youth is a parental responsibility and includes a planned way to provide for the necessities of nourishment, sanitation, and well-being of children/youth. Parents remain responsible for ensuring their children arrive on time and safely at school, particularly if they walk or bike to school. At all times, but especially during the summer months and school intercessions, parents will ensure the health and safety of their children by providing appropriate supervision in playground areas and outside. Playing in the streets is prohibited.

f. Children left overnight. Children in 11-12th grade may be left home alone for no more than one night as long as the child is at least 16 years old and has not reached the age of 18 (18 years old is an adult). The sponsor must be in a 60 mile radius of the child and the child must have access to adult supervision when needed.

g. Children enrolled in Youth Sports & Fitness and Instructional Programs. Youth Sports (team/individual sports) has a specific policy for individual/team sports per the assigned age group with trained volunteer Coaches. The Youth Sports specific policy for the age group will be followed. For instructional classes (gymnastics, dance, martial arts, music, etc.), parents must stay on site with their children who are in 5th grade and under.

5. Special Provisions:

a. Children who meet the criteria for the Exceptional Family Member Program, as defined by AR 608-75, require special supervision. Parents should modify these guidelines in accordance with their children's special needs.

b. Swimming areas present extreme hazards to children and should always be considered an unsafe environment. Parents should never leave any children under 5th Grade unattended in a swimming area.

6. Point of Contact. These guidelines have been established in an effort to protect children visiting or residing on the installation. Every Soldier, Civilian employee, and member of the military community should report information about known or suspected instances of a child left unattended to the 24/7 Fort Knox Reporting Point of Contact, which is the Directorate of Emergency Services (DES), (502) 624-2111. Fort Knox reports of child abuse are investigated by the Kentucky Department for Community Based Services (DCBS). Child and Youth Services (502) 624-6703 is available to assist parents with finding suitable center-based or in-home provider childcare. DES will monitor compliance with these guidelines. For further information, contact one of the above mentioned agencies.

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1 Encl
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LANCE A. O'BRYAN
COL, FA
Commanding

DISTRIBUTION:
A

Supervision Policy enclosure is on page 18

ENCLOSURE 1

**CHILD, YOUTH & SCHOOL SERVICES (CYSS)
CHILD ILLNESS/INJURY READMISSION RECORD**

DATA REQUIRED BY THE PRIVACY ACT OF 1974
AUTHORITY: To provide childcare services.
ROUTINE USES: In addition to those disclosures generally permitted under 5 USC 552a(b) of the Privacy Act, these records and information may specifically be disclosed outside the DoD as a routine use pursuant to 5 USC 552a(b)(3) as follows: Information from this system may be disclosed to civilian health and welfare departments and agencies in emergency situations. The "Blanket Routine Uses" set forth at the beginning of the Army Compilation of Systems of Records Notices also apply.
DISCLOSURE: Voluntary, but if information is not provided, individuals may not be able to participate in CYSS activities.

Child's Name _____ Date _____

Your Child is being excluded from CYSS for the following reason:

- | | |
|---|---------------------------------------|
| _____ Elevated Body Temperature | _____ Loose Stool/Persistent Diarrhea |
| _____ Rash | _____ Vomiting |
| _____ Persistent Cough | _____ Eyes/Ears Red or Draining |
| _____ Not participating in daily activities | _____ Injury |
| _____ Other | |

Comments: _____

Parent Instructions: If your child needs to be seen by a doctor, please have the doctor complete the section below. Your child must meet readmission guidelines below. Many childhood illnesses are contagious. Children may be readmitted to CYSS **without** a medical statement provided the following conditions exist: (NOTE: In the event of an outbreak, APHN may request a medical statement)

- a. Fever has been absent for 24 hours.
- b. Nausea, vomiting or diarrhea has subsided for 24 hours.
- c. Chickenpox lesions are crusted, usually five days or more.
- d. Scabies treatment has occurred 24 hours before readmission.
- e. Lice treatment are under treatment and no nits are present.
- f. Pinworm treatment has been treated for 24 hours
- g. Ringworm has been treated for 24 hours and areas are covered.
- h. Lesions from impetigo are no longer weeping and child has been on antibiotic medication for 24 hours.
- i. There is no discharge from the ears.
- j. Conjunctivitis (pink eye) treatment is ongoing, child has been receiving antibiotic medication for 24 hours, and no eye drainage is present.
- k. Child/Youth has received prescription medication for 24 hours outside of CYSS prior to administration by CYSS staff.
- l. Child has completed the contagious stage of the illness. A note from the doctor may be requested, giving permission to return.
- m. Child feels well enough to participate in daily activities.

Caregiver Signature _____

Parent Signature _____

Director/Supervisor Signature _____

If a doctor sees your child, please have the doctor complete this form and bring it with your child when he/she returns to CYSS care.

If your child needs to be seen by a healthcare professional, please call the clinic before taking him/her in. Have the healthcare professional complete this form and bring it with your child when he/she returns to care. Child must be free of communicable disease and able to participate in scheduled activities to return to care. **Child must follow the guidelines prescribed by AR 608-10.**
NOTE: A healthcare professional's recommendations may not overrule the guidelines prescribed by AR 608-10.

I have examined _____ and have found the following:

DIAGNOSIS _____

This child has a contagious illness: YES _____ NO _____

This child may return to CYSS on _____

MD Signature _____ Stamp: _____ Date: _____

Doctor and Facility Stamp required for return to Child Development Center.

Statement of Understanding Child and Youth Services Personnel

Standards of Conduct and Accountability in Child and Youth Services (CYS) Programs

I understand that:

1. I am responsible for providing guidance in accordance with (IAW) CYS Policy by using knowledge, skills and abilities to identify appropriate and inappropriate behavior of children/youth based on their age and social/emotional development. I will role-model and explicitly teach problem-solving strategies, impulse control, empathy and acceptance of self and others as well as pro-social behavior.

2. I will never use corporal/physical punishment, psychological abuse or coercion as an acceptable form of guidance. Guidance will never be punitive in nature. Children/Youth will not be punished physically or verbally for lapses in toilet training or refusing food. I will never punish children/youth by any of the following: spanking, pinching, dragging or grabbing, shaking, or other corporal punishment; isolation, time away/timeout, or overly punitive restrictions; confinement in closets, boxes, or similar places or locked seclusion; manual, mechanical, or chemical restraint; humiliation, demeaning, shaming, verbal abuse, taunting, teasing, degrading language or activities, or psychological pain; deprivation of meals, hydration, snacks, outdoor play opportunities, or other program components; aversive stimuli; forced physical exercise to eliminate behaviors; punitive work assignments; punishment by peers; or group punishment or discipline for individual behavior. Restricting the use of specific play materials and equipment, or participation in a specific activity will be based on the developmental age and social/emotional development of the child and if it poses a safety concern for the child or others.

3. I am responsible for knowing the boundaries for appropriate and inappropriate touching that are established to ensure that CYS personnel have a clear understanding of what is acceptable and what is not. These boundaries are specified in the Standards of Conduct and Accountability SOP.

4. If an allegation of abuse/neglect is made against me, it will be grounds for immediate closure of my Family Child Care (FCC) home or reassignment outside of CYS until the investigation is completed.

5. I am responsible for supervising Infants, Pre-toddlers and Toddlers by sight and sound at all times, including when sleeping. Mirrors and video monitoring do not replace direct sight and sound supervision. Preschool and kindergarten children are supervised by sight most of the time, with the exception of brief periods when children cannot be seen but still heard, as long as I check frequently on children who are out of sight (e.g. child using the toilet independently, child in a library area). Kindergarteners and School-age children may leave my supervision for brief periods, so long as they are in a safe environment (such as going to a hall bathroom) but must be within sight and/or hearing most of the time. Middle

School and Teen youth are supervised by monitoring areas where youth are engaged in activities and requires that I move throughout the facility.

6. I am responsible for maintaining specific accountability for each Child Development Center (CDC)/Family Child Care (FCC) child in my group or each School Age Center (SAC)/Middle School Teen (MST) youth in my facility. I will follow the systems in place to account for children and youth at regular intervals, especially during periods of transition in CDC/SAC and during off-site activities based on risk assessment analysis. If I observe a child slipping away from or leaving his/her primary care group or discover a youth in an off-limits area within the facility, I will notify the primary caregiver. These instances are not considered abuse/neglect. I am part of a team and am responsible for assisting my teammates as needed.

7. I will conduct or participate in a face-to-name counts of children conducted once per hour in CDCs and during transitions in and out of the classroom. I will monitor all School Age children and Middle School/Teen youth while they independently move throughout the facility.

8. I must ensure the physical count of children/youth and/or the system that is used to monitor the whereabouts of children matches the number signed in (applies to direct care and management staff). I must ensure that the physical count of children/youth matches the number swiped into Child and Youth Management System (CYMS) (applies to management staff only).

9. I will focus my full attention on the children/youth in my care and will refrain from using personal electronic devices (to include cell phones, tablets, laptops and smart watches) while counted in ratio.

10. I am responsible for ensuring that all children/youth safely evacuate the building in the event of an emergency.

11. I understand that CYS facilities are under continuous video and audio surveillance through Closed Circuit Television (CCTV). I also understand that recordings may be used to substantiate or refute allegations of child abuse/neglect or employee misconduct, as a training aide, or to recognize positive performance.

12. I may be observed by a manager or Training Specialist as part of a documented training or performance observation any time during my duty hours, either in person or through the use of the CCTV System.

13. As a mandated reporter I will immediately and directly report to the Reporting Point of Contact (RPOC) and local Child Protective Services (CPS) (if located in the U.S.) any incident I witness which a reasonable person would consider child abuse or neglect.

14. If I witness an incident that a reasonable person would not consider child abuse or neglect, but is still a violation of this guidance, I will immediately verbally report it to my supervisor or other management staff, and follow up in writing.

15. I am responsible for completing reports on accidents, injuries to children/youth, or other unusual incidents that occur while I am on duty.

16. I will wear my appropriate color coded apparel (ensuring apparel can be seen at all times and from all angles) when caring for children/youth.

17. I will refrain from commenting, passing judgment, or providing guidance or input on sensitive topics with children/youth. I will encourage children/youth to reach out to a trusted family member or counselor for discussion.

18. The following Social Media and Electronic Communications are prohibited:

- Displaying in the workplace or any other place likely to embarrass or undermine the professional credibility of the CYS program or otherwise interfere with CYS operations, any material that is sexually explicit, provocative, inappropriate, inflammatory, or unprofessional. Such materials shall not be present on CYS premises.
- Communication to staff or children/youth that is unprofessional or inappropriate.
- Communication with children/youth through social media platforms except via the program's official social media pages (e.g. facebook, twitter).
- Communication with children/youth by email and messaging except via staff's .mil email address – all electronic communications with children/youth will have a parent and at least one other paid staff member on the cc line.
- Communication with children/youth by text message via a personal device.
- Sharing home or personal email, messaging, phone numbers or social media addresses with children/youth.
- Posting media to a personal social media site which includes non-familial children/youth enrolled in CYS programs.
- Use of Personal Electronic Devices while on duty.

19. I am required to immediately inform my supervisor/program director if I am charged with a crime referenced on the DD Form 2981 Basic Criminal History and Statement of Admission.

KING.SUZANNE.VIR
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SUZANNE V. KING
Chief, Child and Youth Services

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CYS PROFESSIONAL'S CREED

I am an Army CY5 professional trained in my duties. I serve Department of Defense Families who protect the nation by protecting their children/youth, and ensure accountability for children/youth in my care.

I will always provide a safe, nurturing, and enriching environment. Never will I put children/youth in harm's way or allow others to do so. I will build trust with parents so they can concentrate on their mission. I will always treat Families with the dignity and respect they deserve. Army professionals are key members of the Army Team. I am an Army professional.

My signature acknowledges that I have read, understand, and will comply with the CY5 Professional's Creed and the Standards of Conduct and Accountability SOP.

In addition, my signature acknowledges I have read and understand:

- a. AR 608-10, sections pertaining to the Touch Policy and supervision of children, and other sections as directed by management;
- b. AR 608-18 Chapter 8, Out of Home Cases in DoD Sanctioned Activities;
- c. Latest CY5 Multi-Disciplinary Team Inspection tool sections on Risk Management and Supervision; and
- d. My Position Description, which states my designation as a mandated reporter of child abuse or neglect.

I understand that failure to comply with these policies may result in adverse disciplinary action taken against me.

Year 1:

CYS Personnel Signature	Print Name	Date
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Year 2:

CYS Personnel Signature	Print Name	Date
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Year 3:

CYS Personnel Signature	Print Name	Date
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PARENT ACKNOWLEDGED RECEIPT

MY SIGNATURE CONFIRMS THAT:

(Please check)

_____ I HAVE RECEIVED A HARD COPY OF THE CYS PARENT HANDBOOK

_____ **I HAVE BEEN PROVIDED A CARD INDICATING THE WEBSITE FOR THE LOCATION OF THE PARENT HANDBOOK

_____ I WILL BE EMAILED AN ELECTRONIC COPY TO THE BELOW EMAIL ADDRESS WITHIN 3 DAYS.

Please print email address very clearly

I WILL READ THE CYS PARENT HANDBOOK FOR FULL UNDERSTANDING OF REQUIREMENTS AND RESPONSIBILITIES.

PARENT PRINTED NAME

PARENT SIGNATURE

DATE

IF FURTHER QUESTIONS, PLEASE SEE PAGE 2 FOR CONTACT INFORMATION.

=====
For CYS Staff Only

A COPY OF THE SIGNED PARENT/GUARDIAN FORM WILL BE PLACED IN THE CHILD'S FILE AT CDC & SAC

If required, email sent: _____

On _____ by _____
DATE Printed Employee Name/Signature who emailed the Handbook to Parent



Installation Management Command
Fort Knox Child and Youth Services

533 Spearhead Division Avenue,

Fort Knox, KY 40121

Contact: CYS Chief, 502-624-3232